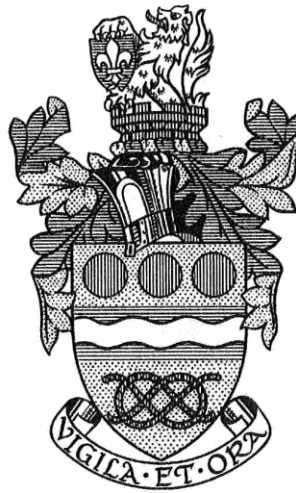


Bourne Town Council



Health & Safety Policy

First Adopted 27/09/05
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Employer's Statement

Bourne Town Council accepts its responsibility to look after your health, safety and welfare. The Council will take all reasonable practicable steps to manage proactively all significant risks as stated in the Health & Safety Policy.

The Council is justifiably proud of its safety record and will strive to maintain:

- Low accident records
- Low records of ill health
- No improvement or prohibition notices
- A positive relationship with the relevant enforcement authorities
- Good management/staff relations concerning health and safety and environmental issues.

The Council is strongly committed to your health and safety and wish you to have a long career with the Council. In order to achieve this, we need your full co-operation in the management of safety and health risks. Please bring to the attention of the Town Clerk or Supervisor any issues you feel could affect your health and safety. You may also bring such issues to the attention of the Town Council direct.

Please read the Health and Safety policy as well as all risk assessments relevant to your area of work. Please see your Supervisor who will provide details concerning the ones applicable to you. Once you have read the policy and risk assessments you will be asked to sign and date an Employee's Health and Safety Agreement and return it to your Supervisor. The signed form will be retained in your personnel file.

The Council takes all safety and health matters seriously and expects you to do the same. We will, where appropriate invoke the Council's disciplinary procedure for blatant disregard or wilful neglect of your duties in the above regard.

Thank you for your attention to this matter.

Chairman of the Council

INTRODUCTION

The Health and Safety at Work etc Act 1974 (as Amended) makes it the legal duty of the employer and all its employees to take reasonable care for the health, safety and welfare of themselves and other employees and all other persons who may be affected by their acts or omissions.

**PART 1. – HEALTH, SAFETY & WELFARE –
GENERAL STATEMENT OF POLICY**

Bourne Town Council has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities. This Policy will be implemented in all premises owned or controlled by the Council, and is applicable to all staff and visitors at the Council's sites. This policy also applies to staff working away from usual sites and driving at work.

In pursuance of this policy, the Council will take action to:

- Identify, assess and manage the health and safety risks arising from our work activities;
- Consult with employees and seek their co-operation on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action for breach of any Council safety rules

Part 2. - ORGANISATION

2.1. RESPONSIBILITIES

1. Overall and final responsibility for health & safety and the provision of necessary equipment is that of Bourne Town Council.
2. It is also the responsibility of Bourne Town Council to ensure that the Health & Safety Policy remains valid and is operated effectively within the establishment.
3. Line Management responsibility
Any line managers(Town Clerk) and supervisors (CSO) must ensure that this policy is followed, and that staff are managed and supervised in accordance with it. Breaches of Council safety rules and procedures will be subject to disciplinary action.
4. All employees are required to co-operate with the Council, Town Clerk and CSO on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety
 - Take reasonable care for the health and safety of others such as visitors
 - Report all health and safety concerns to the Town Clerk/Council
5. All staff are required to familiarise themselves with this Policy and any other relative safety information.

2.2. INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at the Council Office in the SK Community Point, the employee's Rest Room at the Cemetery and the Store Cupboard at the Public Toilets.

Employees can contact the local Health & Safety Inspector for advice.

The Area Office of the Health & Safety Executive for Lincolnshire, Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham, NG12 5GG Fax: 0115 937 7500

The local Enforcement Authority is the Environmental Health Department of South Kesteven District Council, Grantham Tel 01476 406080.

2.3. COMPETENCY FOR TASKS AND TRAINING

The Town Clerk and CSO will provide induction training for all employees to their respective place of work and will complete a training record (see page 15). A copy of this record will be retained on file by the Town Clerk at the

Council's office.

Training will be identified, arranged and monitored by the Town Council through the Town Clerk.

All new members of staff must be given a copy of the Health & Safety Policy. Their duties under that policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under this policy.

2.4. CONSULTATION WITH EMPLOYEES

Bourne Town Council acknowledges and actively supports the role and responsibilities of employee safety representation and full co-operation will be given to the fully elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively. The lack of such Safety Representatives shall not negate the responsibility of Bourne Town Council.

2.5. GRIEVANCE AND DISCIPLINARY

All matters concerning Health and Safety will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment and Staff Handbook.

PART 3. - ARRANGEMENTS

3.1. HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES

Risk assessments will be undertaken by the Town Clerk/CSO in co-operation with With respective members of staff.

The findings of the risk assessments will be reported to the Town Council.

The Town Clerk and Supervisors will be responsible for ensuring that action required to remove/control risks, as stated in the Risk Assessment Manual and approved by the Council, are implemented. The Risk Assessment Manual will be used as a guidance to the execution of tasks. The Town Clerk and CSO will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest.

3.2. SAFE PLANT AND EQUIPMENT

Within the Cemetery - The Town Clerk/CSO will be responsible for identifying all equipment/plant needing maintenance and he will be responsible for ensuring effective maintenance procedures are drawn up. He will also be responsible for ensuring that all identified maintenance is implemented.

Within the Council Office, Meetings, Allotments and Public Toilets– The Town Clerk /CSO will be responsible for all of the above.

3.3. COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **LAW** requires that we familiarise ourselves with the hazards of all substances, with which we are working and take action to control them. Where necessary a full product specification will be issued or made available using the Council's COSHH forms. Forms will be supplied to all places of work. If you are not able to comply with the controls and conditions of use or are in any doubt, "DO NOT USE THE PRODUCT"!

All chemicals and substances are stored in a lockable cabinet/store room.

The Town Clerk in co-operation with the CSO/Hygiene Operative will be responsible for undertaking COSHH assessments. They will also be responsible for ensuring that all actions identified in the assessments are implemented and that all employees are aware of these assessments.

Assessments will be reviewed on a 24-monthly basis or when the work activity changes, whichever is soonest.

3.4. ACCIDENTS, FIRST AID & WORK-RELATED ILL HEALTH

Bourne Town Council will arrange health surveillance if deemed necessary. All accidents and cases of work-related ill health are to be recorded in the appropriate accident book.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities (referred to as 'the enforcing authorities') to identify where and how risks arise and to investigate serious accidents. This can be used to advise on how to reduce injury, ill health and accidental loss.

The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority, using the online reporting facility if required under RIDDOR.

In the event of an accident, any employees witnessing the accident should give appropriate assistance, and the person concerned in the accident should have the details entered in the accident record as soon as is reasonably practical.

Location of	First Aid Boxes	Accident Book
<i>Cemetery</i>	a) Workshop b) Rest Room	hanging on the wall in the Workshop
<i>Council Offices</i>	in front office	hanging on cabinet in Clerk's office
<i>Public Toilets</i>	in Store cupboard	hanging inside door

The **Appointed Person** (CSO, Hygiene Operative and Town Clerk) is responsible for the first aid box and the accident record book. The Appointed Person will take charge of first-aid arrangements. This includes taking charge when someone is injured or falls ill, including calling an ambulance if required and looking after the first-aid equipment e.g. restocking the first-aid boxes. The Appointed Person should not attempt to give first aid for which he/she has not been trained.

3.5. EMERGENCY PROCEDURES – FIRE AND EVACUATION

The Town Clerk is responsible for ensuring that the council's emergency procedures are followed at the Town Council offices during working hours and also during meetings.

The Town Clerk in co-operation with the CSO is responsible for ensuring that fire risk assessments are undertaken and implemented.

Escape routes are checked by the appropriate person on a regular basis.

Fire extinguishers, at the cemetery, are maintained and checked annually by a contractor appointed by Bourne Town Council.

At the Town Council offices this responsibility lies with SKDC; as per signed Lease.

The council's emergency procedures are as follows:

Bourne Town Council takes the safety of its employees very seriously. Employees of BTC are not expected to attack fires.

In the case of fire -

- Raise the alarm
- Contact the Fire Brigade

On hearing the alarm -

- Leave the building through the marked escape route or nearest exit, at the same time guiding visitors out of the building.
- Close all doors behind you.
- Report to assembly point as follows:

Office/Meeting room & Public Toilets

Entrance to Community Point car park in front of the building

Cemetery

Next to notice board near cemetery entrance gates

3.6. MONITORING

To check the Town Council's working conditions, and ensure the Council's safe working practices are being followed, the Human Resources & Governance Committee/Working Party shall carry out ad hoc safety inspections of all premises and present a report to the Town Council.

Regular monitoring of the safety within the Cemetery shall be carried out by the CSO who will complete the Council's Site Checklist (see page 14) and forward it to the Town Clerk who will present any issues to the Council.

In line with the above, regular Site Checks are to be carried out at all other sites maintained by the Council, by respective Supervisor/Working Party and/or Town Clerk.

All arrangements will be reviewed at least every 24 months taking into account the findings of any inspections. The "Health & Safety Policy" will be reviewed more regularly if the arrangements laid down in the policy are found not to be working effectively.

3.7. CONTRACTORS

The Town Clerk should request that all contractors report to the Cemetery Office on arrival and departure from the cemetery.

The staff will liaise with any contractor and his/her representative to ensure that the contractor is aware of the Council's rules, of any particular hazards which may be present and of any temporary rules which apply during the contractors' presence on the premises.

The Town Clerk will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff and visitors to the premises.

3.8. SMOKING

Bourne Town Council does not have designated areas for smoking; the council adheres to the National NO SMOKING Policy which does not allow smoking under or inside any council owned/managed shelters/buildings, at any time whether during or outside working hours.

Employees should ensure that visitors and contractors do not smoke in areas where there may be an obvious fire hazard such as inflammable substances including chemicals and paper.

3.9 PERSONAL SAFETY (EVENING MEETINGS & COURSES)

Staff and members attending evening meetings should recognise the potential dangers to personal safety involved.

Travel Allowance paid by Bourne Town Council covers maintenance, and all staff/members who are travelling away from Bourne should ensure that their vehicles are in good order and fully-fuelled before commencing a journey and comply with the council's 'Driving for Work' Policy.

Weekly Site Health & Safety Checklist

Name of Location		
<i>Description</i>	Response	If the answer is NO add details
1. Is the site access and egress route clear and unobstructed	Yes / No	
2. Are all contractors on site approved	Yes / No	If No – add name of contractor
3. Are all employees on site using the correct PPE	Yes / No	
4. Are all substances and flammable goods stored safely (data sheet supplied)	Yes / No	
5. Is all shoring material stacked and stored in a safe manner	Yes / No	
6. Have all the employees on site received H&S induction training	Yes / No	
7. Have all contractors on site reported their attendance	Yes / No	List names of contractors on site this week
8. Are all equipment /materials stored away safely	Yes / No	
9. Is all waste material being disposed of correctly (recycled through chipper / suitable bin etc)	Yes / No	
10. Have work and rest rooms been kept tidy	Yes / No	
11. Has there been any need to use the Accident Record Book	Yes / No	
12. Has there been any reportable accidents	Yes / No	
13. Have relevant Permits been used e.g. Memorials	Yes / No	
14. Equipment – has all equipment been cleaned after use	Yes / No	
15. When obtaining new equipment have suppliers maintenance information and user manuals been supplied	Yes / No	List new equipment received this week
16. Have user manuals been used to ensure safe use and proper maintenance	Yes / No	
17. Have employees had their designated mobile phone/walkie talkie on them at all times during the working day (to provide easy contact for health & safety and work related communication)	Yes / No	
Name and Signature:		
Date:	This form applies to week ending: (dd/mm/yy)	

BOURNE TOWN COUNCIL

**Health and Safety Induction Training Record Sheet for
Employees of Bourne Town Council**

Name of Employee:

Job Description:

Description	Provider of Training	Date of Training	Signed by Employee
H & S Policy document handed out & Risk Assessments explained			
Employees duties under the above policy explained			
Importance of wearing Personal Protective Equipment (PPE) explained			
Locations of First Aid Box Shown			
Location of Accident Book shown and procedures explained			
Relevance and procedures of RIDDOR explained			
Location of COSHH data sheets and file explained			

Name & Position :

Signature :

Date:

Employer's Duties

As your employer Bourne Town Council will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

To this end the Council shall meet its legal obligations by:

- Ensuring that the provision and maintenance of plant and systems of work are safe and without risks to health.
- Taking steps to safeguard health in connection with the use, handling, storage and transport of articles and substances.
- Providing information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
- Making certain that any place of work under the Council's control will be maintained in a conditions that is safe and without risks to health.
- Providing means of access to and exit from the Council's sites that are safe and without risks.
- Working to provide an environment that is safe and without risks to health, and adequate as regards facilities and arrangements for staff welfare at work.
- Preparing and revising as necessary a written policy in relation to the above and ensuring that the Council has appropriate organisation and arrangements for carrying out the policy, and bringing its content to the attention of all its employees.
- Consulting with employees and other stakeholders as appropriate to ensure that safety management system accounts for all significant risks associated with the Council's operations.
- Acting on that consultation to proactively reduce risk and provide a safety management system that is robust and works positively.