



## **ROYSTON TOWN COUNCIL** **HEALTH AND SAFETY POLICY**

### **THIS DOCUMENT IS TO BE ISSUED TO ALL EMPLOYEES AND VOLUNTEERS**

In accordance with the duty required by section 2(3) of the Health and Safety at Work Act 1974, Royston Town Council hereby publishes its written statement of general policy.

#### **Statement of general policy:**

- Royston Town Council accepts its responsibilities as an employer for providing and maintaining a safe and healthy working environment for all its employees, contractors, volunteers and others who may be affected by the activities of the Council.
- The Council will provide adequate control of the health and safety risks arising from our work activities;
- We will consult with our employees on matters affecting their health and safety;
- We will provide information, instruction and supervision for employees;
- We will ensure all employees are competent to do their tasks, and provide them with adequate training;
- We will work to prevent accidents and cases of work-related ill health;
- We will review and revise this policy as necessary at regular intervals.

Adopted by Royston Town Council on 25<sup>th</sup> March 2019

Minute number 385/19

Review date March 2021, or earlier if legislation dictates.

## **Responsibilities**

1. Overall and final responsibility for health and safety in the council and for compliance with the Health and Safety at Work Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of Royston Town Council. The Town Clerk is responsible for this policy being carried out at all the Council's premises and the Assistant Town Clerk will be responsible as her assistant.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Town Clerk. It is also the Town Clerk's responsibility to ensure that the Council is up to date with relevant health and safety legislation and to ensure the Council has adequate insurance cover at all times.
3. To ensure health and safety standards are maintained/improved, the Town Council is responsible for the following areas:

Town Hall  
Market Hill Rooms  
Royston Museum and Art Gallery  
Priory Centre and Town Council Offices  
Royston Cave  
Market Place

4. Employees responsibilities:
  - Comply with this Health and Safety policy and fully observe the safety rules
  - Not interfere with anything provided to safeguard their health and safety and use protective equipment provided
  - Report any safety hazard within their work area or malfunction of any equipment
  - Take reasonable care of their own health and safety and fully conform to all written or verbal instructions given to them
  - Observe fire evacuation procedures and be aware of fire routes and equipment
  - Observe all laid down procedures concerning processes, material and substances used
  - Conduct themselves in an orderly manner in the work place and refrain from horseplay or practical jokes
  - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

## **Consultation with employees**

We will consult directly with employees on matters that affect their health and safety. Employees are encouraged and required to raise any health and safety issues concerning their employment on an informal basis with the Town Clerk or their line manager at any time. When undertaking risk assessments, employees who are affected will be consulted throughout the process.

## **Information and Instruction**

- There are Health and Safety Law posters displayed at:
  - Priory Centre kitchen
  - Town Council offices
  - Royston Museum and Art Gallery
  - Town Hall
  - Market Hill Rooms
- Health and Safety advice is available from the Local Council Advisory Service.

- The Town Clerk is responsible for ensuring that all employees working at locations under the control of other employers are given relevant health and safety information.
- All employees shall receive the necessary training, instruction and information to carry out their roles in compliance with legislation and best practice.

## **Risk Assessment**

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures are the cornerstones of effective risk management.

Risk assessments will be undertaken by:

Town Clerk - Plantations, War Memorial, Risk Management

Administration Officer – Town Council offices, Priory Centre, Town Hall, Market Hill Rooms

Museum Curator/Manager – Museum

Market Manager - Market Place

Administration Assistant – Allotments

Cave Manager – Royston Cave

The findings of the risk assessments will be reported and action required to remove/control risks will be approved by the Town Clerk. The Town Clerk will be responsible for ensuring that the action required is implemented. The Town Clerk will check that the implemented actions have removed/reduced the risks.

Risk assessments will be reviewed annually or when the work activity changes, whichever is soonest. All risk assessments are reviewed annually by Councillors during the internal review of the effectiveness of audit controls. The risk management assessment will be approved by Full Council in accordance with statutory requirements.

## **Accidents, First Aid and work-related ill health**

First-Aid boxes are kept on the following premises:

- Town Hall
- Priory Centre
- Market Hill Rooms
- Museum
- Town Hall Offices
- Royston Cave

The appointed persons authorised to take charge when there is an injury or emergency are:

Administration Officer/Administration Assistant – Town Hall/Priory Centre/Offices

Caretaker – Town Hall/Priory Centre

Curator – Museum

Market Manager – Market Place

Cave Manager – Royston Cave

All accidents and cases of work-related ill health are to be recorded in the accident book. Accident books are kept at the Town Council Offices (caretaker's room and reception), Museum and the Market Manager also has one.

The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Competency for tasks and training:**

Induction training and job specific training for all employees will be provided or arranged by the Town Clerk or Museum Curator. Ongoing training needs will be identified, arranged and

monitored by employee line managers. In addition to training, regular staff updates will be issued to employees which will cover changes in legislation, introduction of new work processes and new work equipment.

### **Fire Safety and Emergency Procedures**

- Exit corridors, landings and stair cases must be kept clear at all times.
- All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- Fire extinguishers should be visually inspected in the Town Hall and Market Hill Rooms by the caretaker, in the Museum by the Curator and maintained and checked regularly by Mears compliance contractors and the Fire Protection Service.
- Fire Alarm call points are tested alternatively on a weekly basis and tested by the Fire Protection Service on an annual basis.
- Emergency evacuation procedures must be tested six monthly.
- Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- Emergency lighting should be tested regularly in the Town Hall, Priory Centre, Market Hill Rooms & Museum by the compliance contractors and the Fire Protection Service.
- The Town Clerk is responsible for ensuring that fire risk assessments are undertaken and implemented.

### **Smoking**

Smoking is not allowed in any of the buildings.

### **Control of Substance Hazardous to Health**

Staff handling such substances will be trained as per COSHH guidelines. Staff should be aware of the need to take precautions when using hazardous substances in confined spaces especially flammable or toxic materials or adhesives. Staff will be responsible for checking any materials being used or brought onto any premises owned by Royston Town Council and they must ensure that they are stored safely and correctly. A COSHH register is held and must be updated when required.

### **Display Screen Equipment**

All display screen equipment will be monitored to ensure compliance with regulations. All workstations will be assessed whenever their configuration is altered. New equipment will be assessed after installation.

### **Lone Working**

Royston Town Council recognises the risks posed to any of its employees required to work alone and will take all necessary precautions to minimise those risks.

### **Lone working in the Town Council offices & Museum**

- a) Staff working alone have the responsibility to take reasonable care of themselves and other people affected by their work.

- b) Staff working alone should ensure the office door is secure and entry to the building by visitors is within their control. Staff should check credentials if they are not satisfied as to the bona fides of any visitor acting in an official capacity (Electricity suppliers, water suppliers etc.).
- c) Staff should be trained in emergency procedures (fire, etc.)
- d) Under no circumstances should staff use ladders if working alone.
- e) Should a member of staff working alone become ill or sustain an accident and requires medical attention they should (if able) ring the emergency services. Staff should undergo First Aid training if deemed necessary.

### **Lone working on site**

- a) Staff should be in ready contact with the office through a mobile phone or similar.
- b) A separate risk assessment should be prepared for any unusual or potentially dangerous site visit (i.e. construction site, gravel pit, etc.).
- c) Staff should be trained on how to handle potentially dangerous situations. These may include aggressive behaviour, being approached for valuables, etc.
- d) Officers using their own vehicles should ensure their vehicle is serviced, maintained and correctly insured.

### **Manual Handling**

The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action. Manual lifting is included in this and an incorrect technique can cause serious injury.

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help. If mechanical aids are provided, use them.

The Council will identify tasks that present a manual handling hazard, assess the risks, implement precautions and provide training to all staff at risk.

### **Electricity and Electrical Equipment**

The Council will:

- Seek advice from a competent person for all work on electricity and only use such competent persons on electrical work.
- Ensure our fixed installation is safe and inspect it where appropriate.
- Test portable equipment (PAT testing) on an annual basis using a competent professional to do so
- Require all employees to undertake a visual check on all electrical work equipment prior to use. Staff should not carry out repairs on electrical equipment.

### **General Working Environment**

1. Office temperature must reach a minimum of 60.8F after the first hour of working time and be maintained between 60.8F and 68F throughout the working day.

2. Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
3. 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.
4. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
7. Employees should report:
  - Structural faults which appear dangerous.
  - Floor coverings, etc. which cause a tripping hazard.
  - Faulty gas, electric, fittings and equipment.
  - All accidents, however small, should be reported.

### **Contractors and Visitors**

The Council shall ensure that where contractors or sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the Health and Safety at Work Act. (See notice to contractors – appendix 1)

The Council shall ensure that those not in the employment of the council, including the general public are not exposed to risks to their safety or health when on council premises or at events organised by or on behalf of the Town Council.

### **Legislation consulted on compiling this policy:**

- Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- The Management of Health & Safety at Work Regulations (1999 & 2006 Amendment)
- Manual Handling Operations Regulations 1992
- The Personal Protective Equipment At Work Regulations 2018
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Fire Precautions (Workplace) Regulations 2006
- The Health & Safety (Young Persons) Regulations 1997
- The Smoke-Free (Premises and Enforcement) Regulation 2006
- The Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Health and Safety (First Aid) Regulations 2013
- Health and Safety (Consultation with Employees) Regulations (HSIER) 1996

## **Notice to Contractors**

## **Appendix 1**

For Royston Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements: -

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.