



Kimberley Town Council

Health and Safety Policy

Adopted by Full Council on 30th March 2023 TC/23/454

1. Purpose of this policy

The purpose of this policy is to:

- a) minimise and manage health and safety risks in the workplace
- b) provide clear instruction and adequate training to ensure employees are competent to do their work
- c) consult employees on matters affecting their health and safety
- d) ensure safe handling and use of equipment and substances
- e) detail emergency procedures, including evacuation in case of fire or other significant incident
- f) detail policy and procedure in case of pandemic.

2. Responsibilities and duties

Overall responsibility for health and safety lies with Kimberley Town Council. Day-to-day responsibility for ensuring this policy is put into practice lies with the Clerk. However, all employees are responsible for ensuring this policy is observed.

3. Council's duties to employees

The general duty of Kimberley Town Council (the employer) shall be that stated in Section 2(1) of the Health and Safety at Work etc. Act 1974, that is 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees', in particular:

- a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

- c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Health and Safety at Work etc. Act 1974, Section 2(2)

Kimberley Town Council's (the employer) duties to non-employees (including contractors and councillors) shall be the following:

(1) It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

(2) In such cases as may be prescribed, it shall be the duty of every employer [. . .] in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.

Health and Safety at Work etc. Act 1974, Section 3

3.4 Considering this, Kimberley Town Parish Council will:

- a) inform contractors and councillors of its Health and Safety Policy and
- b) display the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4.

Additionally, Kimberley Town Council will endeavour to ensure contractors and councillors do not expose employees to risks to their health and safety. As such, Kimberley Town Council will ensure independent contractors are competent to undertake the work and request that they have public liability insurance cover.

4. The Clerk

4.1 The clerk will:

- a) ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely
- b) ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage
- c) encourage all staff to set a high standard of health and safety management
- d) ensure all contractors comply with the necessary health and safety standards and request a copy of their public liability insurance cover
- e) ensure this policy and Health and Safety Checklists are reviewed annually to ensure they remain up to date

5. Employees

All employees are required:

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Health and Safety at Work etc. Act 1974, Section 7

5.2 Considering this, employees are required to:

- a) familiarise themselves with this Health and Safety Policy and abide by it whilst working
- b) not take any action that could threaten the health or safety of themselves, other employees or members of the public
- c) report all accidents and injuries at work, no matter how minor, in the accident book
- d) ensure they are aware of the Council's fire and evacuation procedures and the actions to take in the event of such an emergency

6. Risk assessment

To abide by Section 3 of the Health and Safety at Work Regulations 1999, the Clerk will conduct an annual risk assessment of all its activities. This will follow the Health and Safety Executive's five steps to control health and safety risks, that is:

- a) identify hazards
- b) assess the risks
- c) control the risks
- d) record your findings
- e) review the controls.

6.2 The Health and Safety Risk Assessment will be conducted annually or more often if necessary.

7. COSHH (Control of Substances Hazardous to Health)

Kimberley Town Council will do the following to reduce the risk of injury from hazardous substances:

- a) provide adequate Personal Protective Equipment, e.g. gloves for cleaning staff
- b) keep hazardous substances in a locked place, e.g. cleaning cupboard
- c) ensure employees in regular contact with hazardous substances have the necessary training to handle them
- d) ensure adequate measures are in place to deal with accidents, e.g. First Aid box
- e) ensure the Health and Safety Risk Assessment recognises the risks of handling hazardous substances and makes adequate provision

- f) keep a file of COSHH safety data sheets in a location accessible to employees in regular contact with hazardous substances.

8. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time. The regulations do not apply to workers who use Display Screen Equipment infrequently or only use it for a short time.

Kimberley Town Council will:

- a) address the use of Display Screen Equipment in its Health and Safety Risk Assessment
- b) encourage employees to reduce the risks associated with using Display Screen Equipment, e.g. taking regular breaks
- c) provide an eye test if an employee asks for one.

Full details can be found published by the Health and Safety Executive.

9. No Smoking Policy

Smoking on the premises or in Council vehicles is not permitted. Smoking is only permitted during authorised breaks and away from entrances to premises. This includes e-cigarettes.

10. Employers' liability insurance

Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details can be found published by the Health and Safety Executive.

11. Fire safety

Kimberley Town Parish Council carry out a fire safety risk assessment as part of its overall Health

and Safety Risk Assessment. Based on the findings of the assessment, the Council will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

In particular, the Council will:

- a) keep sources of ignition and flammable substances apart
- b) avoid accidental fires, e.g. make sure heaters cannot be knocked over
- c) ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn
- d) consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells
- e) have the correct fire-fighting equipment for putting a fire out quickly
- f) keep fire exits and escape routes clearly marked and unobstructed at all times
- g) ensure employees receive appropriate training on procedures they need to follow, including fire drills
- h) arrange for a regular inspection of all fire safety equipment by a qualified engineer
- i) carry out a weekly fire and safety check in all buildings, including appropriate alarm tests

- j) carry out an annual review of inspections, insurance, equipment servicing, and arrange for these to be completed in line with legislation of service recommendations

12. First-aid

In line with The Health and Safety (First-Aid) Regulations 1981, Kimberley Town Council will ensure there is a first-aid box located in the Parish Hall, Football Pavilion and Bowls Club. The Clerk will ensure the boxes are adequately supplied. The Clerk will keep a record of accidents and occasions first-aid has been given.

13. Hygiene

- a) Any exposed cut or burn must be covered with a first aid dressing
- b) If you are suffering from a contagious disease or infection you should not report for work without clearance from your doctor.
- c) Contact with any person suffering from a contagious disease or infection should be reported before starting work.

14. Manual handling

Legislation around manual handling is covered under The Manual Handling Operations Regulation 1992. Full details can be found published by the Health and Safety Executive. Refer to the Staff Handbook for more information.