

Oundle Town Council

Health and Safety Policy

17.07.2018

Fletton House
Glaphorn Road
Oundle
Peterborough
PE8 4JA

Oundle Town Council

Contents

1.	Statement of Intent	4
2.	The Organisation	5
	Management Structure	5
	Obligations and Responsibilities	6
	Obligations of Others:	7
	Notices that must be displayed	8
	Emergency Telephone Contact Numbers.....	9
3.	Arrangements.....	10
	Health & Safety The nominated person	10
	The Oundle Town Council Clerk will report to and communicate with the Oundle Town Councillors to ensure together the Health Safety and Welfare standards are achieved and maintained.	10
	Fire Arrangements.....	10
	First Aid	10
	Accident Procedures.....	11
	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).....	11
	Consultation and Induction with Employees.....	11
	Contractors and Sub-Contractors	11
	Disabled Persons	12
	Lone Workers.....	12
	New and Expectant Mothers.....	12
	Non-Employees (Third Parties)	12
	Temporary Staff	13
	Temporary Agency Staff.....	13
	Visitors	13
	Young Persons	13
	Display Screen Equipment (DSE).....	14
	Emergency Procedures	14
	Housekeeping	14
	Manual Handling.....	14
	Working at Height	15
	Managing Health & Safety Risks (Risk Assessment)	15
	Mobile Phones and Headsets.....	15
	Noise	16
	Vibration.....	16
	Personal Protective Equipment (PPE) & Head Protection	16
	Abrasive Wheels.....	17
	Asbestos and Asbestos Containing Materials (ACM's)	17
	Authorisation of Specific Equipment.....	18
	Confined Spaces	18
	Construction Work.....	18
	Electricity	19
	Gas - Mains	19
	Gas - Compressed Gas Cylinders	20
	Training	20
	Maintenance of Plant and Machinery	20
	Statutory Inspections	21
	Service Plans -	21
	Vehicle Operations	21
4.	Occupational Health	23
	Stress	23
	Pre-Employment Screening	23

Oundle Town Council

•	Pre-employees may be required to undergo medical tests through an Occupational Nurse or their own GP.	23
•	Prospective employees offered a position of employment with Oundle Town Council may need to be referred for further assessment prior to being given a job offer.	23
	Immunisation.....	23
	Aids.....	23
	Alcohol and Drugs.....	24
	Hours of Work.....	24
5.	Welfare.....	24
	Welfare Washing and Toilet Facilities.....	24
	Personal Hygiene.....	24
	Lighting.....	24
	Temperature.....	25
	Smoking.....	25
6.	Environment.....	25
	Waste Disposal.....	25
7.	The Control of Substances Hazardous to Health (COSHH).....	26

Oundle Town Council

Health and Safety Policy

1. Statement of Intent

Oundle Town Council places great importance to its responsibilities in discharging their duties, so far as is reasonable practicable, as required by The Health and Safety at Work Act 1974 and the Management for the Health, Safety and Welfare of all employees and all other persons who may be affected by their acts or omissions and to provide safe places of work and maintain safe systems.

We will continually monitor to improve our Health our Safety and our Welfare procedures, to respond to and comply with changes in Health and Safety legislation.

We will encourage our employees and contractors to stop and question work methods which may affect their Health and Safety without fear.

Ensure that our employees will receive adequate and appropriate training information and supervision from competent people to maintain their Health Safety and Welfare.

We shall, so far as is reasonably practicable not endanger the environment by any activities of Oundle Town Council, by protecting the environment and to minimise waste.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary, revised with legislative or organisational changes.

Name: Cllr Jerry Hutton

Position: Oundle Town Council Mayor

Signed:

Date:

Name: Emma Baker

Position: Oundle Town Council Clerk

Signed:

Date:

Oundle Town Council

2. The Organisation

Management Structure

- Please enter correct Management structure titles in yellow highlights.
- Please enter appropriate names.
- Please remove this blue box on completion.

Overall responsibility for Health and Safety:	Oundle Town Council
Town Council Mayor:	Cllr Jerry Hutton
Town Council Deputy Mayor:	Cllr David Chapple
Town Council Clerk:	Emma Baker
Health & Safety Advisor: John Dawson Associates	John Dawson

Oundle Town Council

Obligations and Responsibilities

Oundle Town Council recognises they have their own obligations and responsibilities and that others also have obligations and responsibilities under the Health & Safety at Work Act 1974, and will affect:

- Employees and Self Employed.
- Contractors and Agency Workers.
- Visitors.
- Members of the public.

Oundle Town Council will, so far as is reasonably practicable discharge its duty to:

- a) Provide safe and well maintained plant and equipment and Safe systems of work.
- b) Provide safe systems to handle, transport and store materials and substances.
- c) Ensure competent people will be used to provide information, instruction, supervision and training.
- d) Provide safe places to work with safe access and methods of moving throughout the site.
- e) Provide a safe working environment such as controlling levels of noise, temperature, ventilation and light.
- f) Provide adequate welfare facilities, such as water, washing and toilets, restrooms and first aid.
- g) Not to endanger those who work for us, employees, agency workers and contractors, visitors or any member of the public.
- h) Use safe suppliers of equipment materials and substances.
- i) Consult with employees and advise them of their legal duties and responsibilities.

Employees will, so far as is reasonably practicable discharge their duties to:

- a) Take reasonable care for their own and others' health and safety who may be affected by their acts or omissions, at work.
- b) Co-operate fully with anyone who is responsible for carrying out duties regarding Health and Safety in order to help them carry out their tasks.
- c) Not intentionally or recklessly interfere with, or misuse, anything provided for the purposes of health, safety or welfare.
- d) Report any defects that may affect the Health and Safety at work such as damaged guards or damaged personal protective equipment (PPE).
- e) Use The Town Council equipment safely.
- f) **Must** immediately report any accident or near misses involving people, equipment, property, or damage to the environment to The Town Council.

Oundle Town Council

Obligations of Others:

The following parties have obligations to Oundle Town Council:

- Contractors, agency workers and visitors to who **must** operate in a safe manner and follow the Town Council Health & Safety policies.
- Designers, Manufacturers Importers Suppliers, and installers of equipment to provide safe equipment with information and instruction for their use.

Contractors

- a) Will report to Reception Office or make alternative meeting arrangements before work commences.
- b) Shall comply will Oundle Town Council 'Health and Safety' procedures.
- c) Provide evidence of public liability insurance, method statements and specific risk assessments before arriving on site.
- d) Provide people who are competent in the work to be done.
- e) Demonstrate, valid relevant Certificates of Competence as legally required for specific equipment.
- f) Must use safe procedures so as not to harm themselves or others.
- g) Must report any accident or near misses to Oundle Town Council.

Visitors

- a) All visitors will report to Reception Office or make alternative meeting arrangements.
- b) Shall be informed any relevant 'Health and Safety' procedures.
- c) Must wear any provided PPE.
- d) Shall be accompanied by a member of staff and shown the relevant welfare facilities.
- e) Shall be advised of The Town Council health and safety procedures.

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Notices that must be displayed

- A copy of the signed and dated Health and Safety 'Statement of Intent'
- Certificate of the employer's liability insurance.
- A completed Health and Safety Information to Employees poster. 2014 type Health & Safety Law poster must be displayed.
- The Fire evacuation procedures and where the Fire Assembly Point is located.
- Diagram showing fire emergency exits.
- Where the First-Aid posts are and a list of the First Aiders.

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Emergency Telephone Contact Numbers

EMERGENCY SERVICES	Emergency Numbers	999 112
LOCAL HEALTH CENTRE	Oundle Surgery	01832 273408
NEAREST A&E HOSPITAL	Peterborough City Hospital	01733 678000
Office	Fletton House, Fletton Way	01832 272055
RIDDOR (Incident Contact Centre)	Mon-Fri 8.30am – 5.00pm 24hr via internet	0845 300 9923 www.riddor.gov.uk
Environment Agency	24 hour emergency hotline	0800 80 70 60
Health and Safety Executive	Midlands Fax:	0121 607 6349
Employment Medical Advisory Service (EMAS)		
Electricity	24 hour emergency number	105
British Gas	24 hour emergency number	0800 111 999

Add other emergency numbers relevant to Health & Safety.

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3. Arrangements

Health & Safety The nominated person

Oundle Town Council **nominated person** for Health and Safety is: The Town Clerk Emma Baker.

The Oundle Town Council Clerk will report to and communicate with the Oundle Town Councillors to ensure together the Health Safety and Welfare standards are achieved and maintained.

Fire Arrangements

The arrangements below ensure compliance with The Regulatory Reform (Fire Safety) Order 2005)

The **nominated person**, as required by the Fire Safety Order is: The Town Clerk Emma Baker

Annual fire risk assessments must be made with controls measures noted and emergency procedures of all specific risks.

Fire prevention equipment will be regularly checked and recorded by: **Smiths Fire**

Training will be provided in the use of fire equipment and the procedures to be taken in the event of a fire.

In the event of a fire

- Raise the alarm.
- Use a fire extinguisher if it is safe to do so.
- Call the emergency services if the fire cannot be controlled immediately.
- Assist others to evacuate.
- Assemble at the signed Fire Assembly Point.
- Never re-enter a building until the fire officer says it is safe to do so.

First Aid

Health and Safety (First Aid) Regulations 1981.

Sufficient employees will receive training in First Aid.

Name of first aiders

-
-
-
- Lisa Allan
- Martin Coleman
- Hannah Neighbour

A list of First Aiders will displayed on the notice board

First Aid boxes are located in the following signed areas:

- The Hub
- Kitchen
- On top of Key Cupboard
- Workshop
- Vehicles
- Queen Victoria Hall

Portable boxes must be available including eyewash sachets for all employees that work by themselves away from the first aid located areas.

Stocks must be maintained and replaced.

Oundle Town Council

Accident Procedures

In the event of a **serious** accident: **Dial 999** and inform **Town Clerk** immediately.

All accidents must be recorded in the Accident Book, form B1510 and immediately report to **Town Clerk** will conduct an accident investigation as appropriate.

The Town Clerk in conjunction with the Mayor will investigate all accidents and report to the Councillors at the next Full Council meeting. Any identified new control measures and procedures will be reported to the Full Council and implemented where required.

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

One-Stop Reporting for work related incidence, by the nominated person **Oundle Town Clerk**

- Report to the **Incident Contact Centre (ICC)**
 - **Phone:** 0845 300 9923 - For deaths and specified injuries only
 - **Email:** riddor@natbrit.com
 - **Website:** www.riddor.gov.uk

All of the below must be reported by the nominated person: Oundle Town Clerk

Deaths, specified injuries and dangerous occurrences must be reported **immediately, without delay,**

Any accident when an employee loses **7 days** or more, must be notified within 15 days.

Notifiable disease, once confirmed by a Doctor, must be notified within 15 days.

Consultation and Induction with Employees

- Induction training will be given to all new employees including fulltime, part-time, casual staff and self-employed, in order to ensure their health safety and welfare while at work so as not harm themselves or others by their actions or omissions.
- Health and Safety tool box talks are given in the workplace as necessary.
- Information is provided on the Health and Safety notice boards.
- There are regular recorded consultation Health and Safety meetings.

Contractors and Sub-Contractors

All contractors and sub-contractors must complete and sign the 'Contractors Safety Rules' and provide copies of their Insurance details before work can commence.

Only competent contractors and sub-contractors will be employed. Contractors who work on any company premises, will be controlled and monitor to reduce the risks that may affect our employees their own employees any visitors or members of the public.

Oundle Town Council will ensure contractors and their sub-contractors follow CDM 2015 (Construction Design and Management) and all other relevant regulations.

Arrangements will be made for communications with contractors or sub-contractors whose first language is not English including induction in their native language or working alongside a native speaking worker who can speak in English.

Oundle Town Council

Disabled Persons

Oundle Town Council aims to provide full and fair opportunities for the employment of disabled applicants and to ensure through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be offered every possible opportunity to maintain their position or offered retraining where appropriate.

The Town Council health and safety arrangements have been prepared to ensure a safe and healthy environment for all its employees. It recognises that the employees who require extra equipment, facilities or assistance (either routinely or in an emergency) will have such needs addressed.

Disabled employees will be encouraged to be fully engaged in health and safety matters.

Lone Workers

Lone workers must not be put at any more risk than other employees.

Oundle Town Council will:

- Assess the specific hazards and risks;
- Ensure good communication procedures are in place for individual's personal safety.
- Checks a lone worker has returned safely to their base or home.
- Ensure procedures should be in place in the event of an emergency.
- Procedures to include lone workers on The Town Council site and third party premises and
- Consider the requirements of contractors and visitors who are working alone on Oundle Town Council premises.

New and Expectant Mothers

New and expectant mothers are vulnerable people and risk assessments of their work must be carried out during this period of time. Training, instruction and information will be given as necessary.

It is important to understand, Oundle Town Council can only carry out their duty when the Town Council Clerk has been officially informed that an employee is a new or expectant mother.

Non-Employees (Third Parties)

Have arrangements for all visitors and contractors to report to Reception office or make alternative meeting arrangements on arrival and must agree to follow Oundle Town Council health and safety rules and sign out on their departure.

Oundle Town Council

Temporary Staff

Oundle Town Council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

All temporary staff must receive induction training before taking up their duties. If specific training and qualifications are required, this must be completed before any such activities commences.

Any issues or concerns connected with temporary or casual staff should be reported to the Oundle Town Clerk so remedial action can take place.

Temporary Agency Staff

There must be good communications, co-ordination and co-operation between the Agency and Oundle Town Council.

The Agency must be aware of the work to be undertaken, in order that they can provide staff with an acceptable level of competency and skills in the required work. The agency must be informed of existing risks in the workplace.

Induction training will be provided for all Agency Staff which may if necessary include information in different languages. Where regular Agency staff are employed and a language barrier exists, safety notices and health and safety policies may be required in a readily understood language.

Visitors

Oundle Town Council accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with its organisation or the consequences of our activities. The Town Council office operates a visitor signing in and out system.

This policy requires the full co-operation of all employees.

Young Persons

Young Persons are defined as vulnerable and require a very high level of supervision.

- A **young person** is anyone under eighteen years of age.
- A **child** is anyone who is not over compulsory school age, who has not reached the official age to leave school, known as the Minimum School Leaving Age (MSLA). (NB the oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months in year 11 before they leave school on the last Friday in June.)

The law on working time defines a **young worker** as below 18 years of age and above the MSLA.

Oundle Town Council

Display Screen Equipment (DSE)

Employees who use a VDU for continuous or for spells of an hour or more at a time on a daily basis require DSE risk assessments, including training and information to ensure their working conditions do not cause them harm. Employees are required to co-operate with the recommendations of these assessments.

Risk assessments will be carried out with all employees who are defined as 'Users'. To be classified as a VDU user you must demonstrate you normally use a VDU for continuous or near continuous spells of an hour or more at a time, more or less daily or are highly dependent on display screen equipment and/or need to apply high levels of attention and concentration to VDU equipment.

Emergency Procedures

These will be displayed on notice boards and information will be given to visitors on arrival in the event of fire or other emergencies.

All contractors and subcontractors must be made aware of and follow the Oundle Town Council on site emergency procedures.

Housekeeping

Poor housekeeping is a major cause of accidents and in particular slips and trips as well as accumulated providing fuel for fires. In the event of a fire poor housekeeping can slow down the means of escape and increase the risk of injury when fire exit routes are blocked.

The Oundle Town Council is committed to providing a 'Safe Place of Work' including good housekeeping and supervision.

It is important that all employees keep their areas of work clean and clear.

Manual Handling

It is recognised that manual handling injuries are a major cause of lost time at work.

Wherever it is practically possible the need for hazardous manual handling activities will be avoided.

The Town Council will provide manual handling training for all employees with regular refresher training.

Where it is practical to do so, manual handling aids and mechanical handling will replace manual handling.

Where manual handling cannot be avoided, risk assessments will be carried out together with training and instruction as required.

The elimination or reduction of manual handling will be taken into account during the design or purchasing of new systems and equipment.

Oundle Town Council

Working at Height

Always avoid working at height whenever it is possible, and when this is not practicable: fixed ladders and guarded walkways to all areas of plant/buildings where regular access for maintenance or operations is required will be provided where reasonably practicable.

In other situations where elevated access is required the appropriate means of access must be used following risk assessment. Ladders must not be used where heavy materials or equipment are to be delivered to an elevated working area.

- Warning signs will be used on buildings with fragile roofs.
- Specific assessments of the risks and the controls to prevent falls from a height must be made before access is granted to those carrying out maintenance on roofs.
- Employ specialist competent erectors of scaffolding.
- Follow HSE Working on Roofs guidelines <http://www.hse.gov.uk/pubns/indg284.pdf>

Managing Health & Safety Risks (Risk Assessment)

A Risk Assessment is carried out in order to identify hazards and carry out suitable and sufficient assessments of all significant risks to which employees and others may be exposed. These assessments will be communicated to the workforce with the details of control measures to be taken to reduce risks.

A hazard is anything that may cause harm, such as chemicals, electricity, wet floors, materials left on workshop floors, damaged ladders/steps unprotected pits pillar drills and others.

The risk is the chance (likelihood), high or low, of someone being harmed by these and other hazards, together with an indication of how serious (severity) the harm could be.

The five basic steps to a Risk Assessment

1. Identify the hazard.
2. Identify who might be at risk and how.
3. Evaluate the existing controls - introduce appropriate new controls.
4. Record the findings.
5. Review.

Don't overcomplicate the process. In many cases the risks are well known and control measures are easy to apply.

Under no circumstances should work involving significant risks to health or safety be commenced before the appropriate training and information has been received and understood.

Mobile Phones and Headsets

The inappropriate and unsafe use of business mobile phones is not permitted on any company site.

The inappropriate use of mobile phones whilst driving is against the law and increases the risk of accidents to the driver, other road users and members of the public.

To comply with the law, switch off the mobile phone before starting the vehicle and only switch it back on when the vehicle is parked safely with the ignition off, unless the mobile phone is connected

Oundle Town Council

to a hands free system. Using a hands free system may result in prosecution in the event of an accident.

The Town Council will permit their employees the occasional use of mobile phones for urgent domestic purposes while 'at work' but will not allow the use of mobile phones to interfere with or compromise safety.

The use of headsets is not permitted on any Town Council sites by employees or contractors during working hours to ensure safety warnings and instructions can be clearly heard at all times.

Noise

Oundle Town Council will take all reasonable precautions to protect employees from noise that may be harmful to health and cause damage to hearing.

Where practicable, exposure to noise above the legal limits will be reduced at source with the use of engineering controls.

- Hearing protection is provided for levels 80dB(A) and above.
- Hearing protection is provided and must be used for levels 85dB(A) and above.

Vibration

The Town Council will assess vibration risks to health by identifying equipment which may cause Hand Arm Vibration Syndrome (HAVS) and Carpal Tunnel Syndrome (CTS) and will:

- Ensure employees are **not** exposed above the daily Exposure Value Limit (ELV) 5 m/s² A(8)
- Put in controls where the daily Exposure action Value (EVA) exceeds 2.5 m/s² A(8)

Information, instruction and training will be provided and Health Surveillance if required.

Personal Protective Equipment (PPE) & Head Protection

There are situations when The Town Council is unable to introduce controls other than by providing PPE with the following information:

- PPE will be provided for personal protection as appropriate.
- **Must** be used as instructed.
- **Must** be correctly maintained, cleaned, stored, inspected and recorded.
- Training will be provided in the safe use of PPE.
- Damaged PPE equipment **must not** be used and must be reported to the Oundle Town Clerk.

Hi-Viz – must be used at any of the Oundle Town Council and any other sites where clear instructions/signage requires Hi-Viz to be used.

It is not necessary to wear hard hats at all times and when a hard hat is used it must not in itself cause an additional hazard.

Oundle Town Council

Hard hats must be used:

- By everyone on sites where building works occur overhead.
- On sites where materials are likely to fall from above.
- When instructed on client's sites.

When head protection is required the rules must apply to everyone including visitors and contractors.

Abrasive Wheels

All reasonable steps to ensure the safety of employees who work with grinding machines, which incorporate abrasive wheels. Oundle Town Council will reduce the risks to a minimum by ensuring:

- Those authorised to use abrasive wheels are trained, competent, and understand the hazards and precautions to be taken.
- that all machines and associated equipment, including PPE. guards and abrasive wheels are well maintained and in good working order.
- that defective equipment is promptly isolated and reported to management.

Asbestos and Asbestos Containing Materials (ACM's)

No work can be started on any of Oundle Town Council property before information of any known ACM has been provided and permission given for work to proceed.

- All Contractors will sign the Town Council Asbestos Agreement before working in any area where there may be exposed to disturbed ACM's.
- All employees and contractors will be informed of the risks from exposure to asbestos and be made aware of the location of asbestos on The Town Council premises.
- All employees and any person liable to be exposed to asbestos fibres at work require mandatory training and must as a *minimum* attend an Asbestos Awareness training course. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. plumbers, cable installers) as well as those involved in asbestos removal work,
- Any employee or contractor who discovers asbestos in a broken or poor condition must inform the Oundle Town Clerk immediately.
- If any work has to be carried out on ACM's The Town Council will put in measures designed to minimise exposure, including 'Safe systems of Work' and the training of employees. If contractors are employed, they will be required to supply 'method statements' for their work at the tender stage.
- The safe handling and disposal will be carried out by contractors who are licensed and registered to handle, transport and dispose of ACM's

Oundle Town Council

- When contracting on another company's site, where there is reason to expect the presence of ACM's, information and plans identifying the presence of ACM's must be obtained before the commencement of work.

Authorisation of Specific Equipment

Only persons who have been authorised by the Oundle Town Clerk, may use or operate any equipment that require valid and relevant qualifications and Certificates of Competence (demonstrating standards have been achieved) or when being trained and supervised by a qualified competent person.

Specialist equipment includes but is not restricted to:

- Gas.
- Electricity.
- Working at Height, Mobile Elevated Working Platform (MEWP) and scissor lifts.

Confined Spaces

It is acknowledge that health and safety hazards may arise, when entry into confined spaces is required.

Only authorised persons by Oundle Town Council will allow others entry to a confined space and it is the intention to ensure that any risks to employees or contractors are reduced to a minimum.

Emergency procedures must be in place before authorised entry to a confined space is granted.

Construction Work

Oundle Town Council is committed to ensuring that any construction work carried out at its premises is done so without risk to the health and safety of its employees and others.

The procedures used will ensure that:

- work complies with the Construction (Design and Management) Regulations 2015 (CDM)
- is planned in accordance with relevant standards or statutory provisions
- employee's are provided with the necessary information relating to any risks arising out of the work, the preventative and protective measures to be taken, and the procedures required in the event of serious or imminent danger.

All demolition work will follow the CDM Regulations 2015 procedures including the identification of existing hazards including but not exclusive to, electricity, gas, foul drainage and any asbestos containing materials before work commences.

The facilities for the Health Safety and Welfare for all employees, contractors and others will be in place before any demolition or construction begins.

Oundle Town Council

The Town Council will ensure that no construction/demolition starts until an adequate health and safety plan covering the work has been prepared and approved including method statements and risk assessments.

Electricity

- Electricity presents unique hazards in the workplace and if not properly managed can have disastrous consequences. The Electricity at Work Regulations 1989 place onerous duties on the employer.
- The policy is to employ external competent contractors for the installation, maintenance, repair and testing of all electrical equipment. Only authorised competent employees, may change fuses or install plug-in equipment.
- Authorisation, safe systems of work and specific risk assessments must be in place before commencement of any maintenance on electrical equipment which may have the potential to expose electrical maintenance engineers to live electricity.
- Statutory IEE periodical testing will be carried out for all fixed electrical wiring and equipment and retested as determined on the NICEIC Certificates issued on completion.
- All portable appliances will be tested (PAT) at an appropriate interval, as identified by Risk Assessment.
- Underground electric cables present significant risks and care must be taken when contractors are using excavation equipment. Contractors must provide evidence that they have used competent persons to check for underground cables before excavations take place.
- The Town Council's responsible person will inform employees and contractors involved with any mechanical operational systems on the site which are managed by Computer Controlled Operating Systems.
- Employees, contractors, subcontractors and their employees must follow safe isolation and lock off procedures.

Gas - Mains

Gas Safety (Installation and Use) (Amendment) (No.2) Regulations 1998 (for all fixed gas appliances and fixtures).

- Use registered Gas Safe engineers for the installation of all gas appliances pipework flues chimneys and fittings.
- Use Gas Safe registered engineers for the annual Gas Safe inspections and the maintenance of all gas installations.

Portable and transportable gas appliances are inspected and tested as often as is required (the frequency will depend on the amount of usage, its condition and the environment it is used in).

Oundle Town Council

Gas - Compressed Gas Cylinders

Compressed gas cylinders which are not properly handled present potentially serious risks to the health and safety of employees and those non-employees close to Company premises.

All gas cylinders, will be stored in a well ventilated area and in secured wire cages to prevent them being accidentally knocked over and, in the event of a fire, containing the area at risk.

At no time should any gas cylinders be stored near any source of ignition, including batteries.

Training

Oundle Town Council will provide employees with suitable training to enable them to carry out their duties safely and without risk to their health. Such training will be assessed during induction and periodically throughout employment to take account of changes, which may result from new technology, new procedures and regulations, or any other factors. It is the employee's duties to attend identified training requirements.

Basic training requirements

Office	Property and Ground Maintenance
<ul style="list-style-type: none">• Induction• Fire• First Aid• Manual Handling	<ul style="list-style-type: none">• Induction• Asbestos Awareness• Fire• First Aid• Manual Handling• Working at Height

Maintenance of Plant and Machinery

Oundle Town Council will take all reasonable steps to ensure the safety of its employees working on machinery and plant as well as ensuring the safety of others who may be affected. The Town Council will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will inform and train employees accordingly, and ensure the supply of instruction manuals with safe maintenance procedures.

Employees must report any defective safety systems and guards on machinery and plant (including contractors) to the Oundle Town Clerk and, if appropriate, their site clients. Only those staff trained and authorised to carry out maintenance work should do so. In addition, there will be regular

Oundle Town Council

inspections and maintenance of machinery and plant to ensure that there are no safety defects. Unsafe machinery or plant **must not** be used and must be taken out of action until it has been satisfactorily repaired.

No equipment can be used with damaged guards, safety sensors or cut out switches and any damaged items must be repaired or replaced as original designed, before use. No safety guards, safety sensors or cut-out switches are to be removed or deactivated, except for maintenance by authorised employees/contractors.

Any employee who tampers with equipment or bypasses any safety device or system will be dealt with under Oundle Town Council disciplinary procedure. **NEVER** put defective equipment away without informing management. All employees have a responsibility in making sure all machinery is operated safely.

Before commencing any maintenance work including the removal of any guards, employees and contractors must ensure all moving machinery has stopped, stored energy is released or controlled, removed ignition keys and applied any isolation or lock off systems.

Statutory Inspections

Certain items of equipment require regular inspection and/or testing. Other activities require routine recording.

Oundle Town Council will ensure that a Competent Person who is experienced and qualified in the use and examination of such equipment carries out these inspections.

Inspections including but not restricted to: fixed electrical equipment, portable appliance testing (PAT), gas installations, air receivers, all lifting equipment, fire extinguishers and fire prevention equipment.

Service Plans -

- Plans of all yards will be produced indicating the location of all services including overhead and underground cables, water supply, gas and foul water drainage.
- Relevant plans should be given to all contractors and employees, who might have reason to be affected by any of the recorded services before work commences.

Vehicle Operations

Oundle Town Council will comply with all current legislation covering the operations of all vehicles used.

- Employees have a duty to understand current legislation (Highway Code)

Oundle Town Council

- Knowledge and understanding of specific laws when appropriate.
- All drivers have the driving licences appropriate for the vehicles being driven.

The programme for operators and operations of Oundle Town Council vehicles includes the following stipulations:

- At no time should a vehicle be used which is considered to be in un-roadworthy, including through defective tyres or breaks, until it has been satisfactorily repaired.
- Scheduled maintenance and inspection, including preventative maintenance are carried out and where required annual certification.
- Trailers towed behind any vehicle including: tractors cars/SUV/vans must receive a recorded annual trailer brake maintenance and inspection by a competent person.
- Drivers towing trailers behind cars/SUV/vans must have the appropriate driving licence (B+E).
- Use of appropriate safety equipment such as horns, lights, fire extinguishers, seat belts and other operational warning devices such as reversing alarms.
- All driving licences: With the employees permission The Town Council will make regular checks on the status of driving licenesces using the DVLA website. Employees will be asked to generate a code online to allow The Town Council to carry out this check or to call the DVLA on 0300 790 6801 and leave a permission for your driving record to be checked verbally.
- Speed limits should always be strictly adhered to and no driver should be chastised for running late or be forced to go faster to catch up on their schedule.
- *High Visible Jackets:* These will be made available to all employees. This must be used at all times when there is a risk of danger from vehicle contact, when working in site yards or on the Public Highway/paths/verges or to comply with any other customer company site requirements.
- Oundle Town Council are responsible for and will ensure all vehicles are fit for use, including personnel using their own vehicles for use 'at work'. It is essential these vehicles are checked and Oundle Town Council is satisfied the vehicles are road worthy, including business use insurance, current MOT and Road Fund Licence.

Any vehicle accident however minor must be reported to the Oundle Town Council office.

- Follow Oundle Town Council Transport accident procedure.
- Gather and record information, time, weather and road conditions, witnesses and third party details, take photographs.
- Determination of cause of accidents.
- Complete the Accident Report Forms and return to the Oundle Town Council office.
- Notify insurance company as soon as possible.
- Implementation of corrective action.

Oundle Town Council

4. Occupational Health

Occupational Health includes the social, mental and physical wellbeing of employees

Oundle Town Council will continue working towards:

- Promoting the physical, mental and social wellbeing for all employees in all occupations.
- The prevention of adverse effects on health caused by the employees working conditions.
- Protecting employees from factors at work which are adverse to health.
- Placing employees in an occupational environment adapted to their physical and mental needs
- The adaption of work to employees needs

Stress

Whilst a degree of stress can be a positive motivation at work, excess pressures can have a negative effect on health and performance at work.

The Town Council are committed to promoting good health at work and it is therefore a focus to recognise any negative effects that stress may have on individual members of staff and provide suitable support mechanisms.

Through the risk assessment process The Town Council will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them as far as is reasonably practicable.

Pre-Employment Screening

- Pre-employees may be required to undergo medical tests through an Occupational Nurse or their own GP.
- Prospective employees offered a position of employment with Oundle Town Council may need to be referred for further assessment prior to being given a job offer.

Immunisation

Oundle Town Council will inform employees and workers of all nationalities, the necessity to check with their local GP that their immunisation programme is up to date and in line with the UK immunisation policy. This information should also be captured during an employee's induction training.

Tetanus - Every employee and worker should check with their GP to ensure their Tetanus Immunisation is up to-date.

Aids

Oundle Town Council

The Town Council recognise the need for employee confidentiality when disclosure is made and will encourage those who are HIV positive to seek advice and support.

Although the risk of infection to other employees is very low, information on how to minimise any risk will be given to all employees who might be exposed to blood following an accident.

Alcohol and Drugs

The Town Council has a duty to provide a safe place of work and this can be put at risk when the misuse of alcohol or drugs affects the employee's health, conduct and relationship with others.

If an employee has over indulged in alcohol and drugs they will be subjected to the disciplinary procedures and may be dismissed without compensation.

Hours of Work

It is recognised that prolonged working hours can lead to stress illness and accidents and Oundle Town Council will follow and comply with all statutory requirements including the Working Time Directive.

5. Welfare

Welfare Washing and Toilet Facilities

Oundle Town Council will make provision for the health safety and welfare of all employees so far as is reasonably practicable by providing:

- Sufficient washing and sanitary conveniences, with the expectation employees will maintain high standards of personal hygiene.
- Drinking water.
- Separate room to eat and rest.

Personal Hygiene

It is important that all employees and non-employees recognise the dangers to health associated with contaminated substances. This includes the transmission of disease by vermin.

Welfare facilities including the use of toilets and washing are provided for personal hygiene.

Risk assessments will establish where there is a need for, training instruction and information on personal hygiene and where appropriate the use of Personal Protective Equipment (PPE).

Lighting

Oundle Town Council

A safe and well-lit working environment is essential to the health, safety and well-being of employees and others who may be affected on its premises.

All reasonable steps will be taken to ensure that lighting is adequate and appropriate for the task being undertaken.

Temperature

The Town Council acknowledges that problems can arise within the natural and artificially created environment. PPE will be provided to protect those employees from the effects of the cold in large buildings and when working outside where it is difficult to maintain minimum temperatures.

Smoking

The Smoke Free Regulations 2007, states it is against the law to smoke in:

- All enclosed public places
- Workplaces other than in the designated area outside.

As such the Town Council prohibits employees and contractors from smoking including E cigarettes:

- In all areas other than the designated smoking areas.
- In all company vehicles.

Failure to comply could lead to disciplinary action or dismissal.

6. Environment

Waste Disposal

Oundle Town Council will so far as is reasonably practicable prevent the pollution of the Soil Water and Air by following the Environment Agency guidelines.

The effective control of waste can make a significant contribution to good housekeeping and the prevention of fire. The Town Council policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements, with particular attention to hazardous substances including chemical and asbestos waste.

Adequate facilities will be available on all sites for the safe storage of waste materials prior to disposal, to include recycling initiatives, where reasonably practicable, in order to help protect the environment and make better use of resources.

Oundle Town Council

Only licensed waste carriers are to be used to transport waste to the appropriate licensed waste storage site and appropriate documentation of all transferred waste must be obtained before any waste leaves the site.

Oundle Town Council will follow the Environmental Agency five-point plan to minimise the risk of illegal waste management:

- Check the classification of waste as hazardous using Environment Agency guidance;
- Make sure that you are clear about what is happening to our hazardous/controlled waste.
- Explore ways to reduce the amount of hazardous/controlled waste we produce.
- Budget for rising costs for hazardous/controlled waste management.
- Keep up to date with further changes to hazardous/controlled waste legislation.

The full co-operation of all employees is required to make this policy effective.

7. The Control of Substances Hazardous to Health (COSHH)

No substance can be considered completely safe. All reasonable steps will be taken to ensure that any exposure of substances hazardous to health to employees is prevented or at least controlled to within statutory limits.

Controls to prevent exposure will be by engineering means where reasonably practicable and PPE will be provided where exposure by engineering controls cannot be adequately regulate exposure.

Oundle Town Council

Town Clerk: Emma Baker

Signature:

Date:

