

MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG



HEALTH AND SAFETY POLICY

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Part 1 of this document states the Council's general aims in regard to employees' health and safety. Parts 11 and 111 set out the action plan to achieve these aims.

1 General Statement of Intent

- 1 The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the Council's activities and is committed to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of its employees.
- 2 The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.
- 3 The Council notes and accepts its duty as an employer to take all practical and reasonable steps to
 - Safeguard health, safety and welfare at work
 - Provide safe systems of work
 - Provide and maintain safe plant and equipment
 - Provide a safe and healthy working environment
 - Provide information and training in safe practices
 - Have regard for the health and safety of others who may be affected by the activities of the council e.g. self-employed people, contractors, other users of the premises, members of the public
- 4 The Council will have regard to health and safety legislation, approved codes of practice, guidance notes and other relevant information issued by the Health and Safety Executive.
- 5 Responsibility for health and safety lies with both employers and employees and the Council expects co-operation from employees to achieve its aims in respect of health and safety. Dereliction of duty in respect of health and safety may be treated as a disciplinary offence.

- 6 The Council will review and revise its safety policy as necessary and appropriate, will consult with employees on the policy and will bring the policy and any subsequent amendments to the attention of employees.

11 Organisation Structure for Health & Safety

- 1 The Council has ultimate responsibility for the health and safety of Mildenhall High Town Council but discharges this responsibility through the Town Manager to individual supervisors and employees.
- 2 The Council shall ensure that:
 - a They provide the lead in developing a positive health and safety culture through the organisation
 - b All its decisions reflect its health and safety intentions
 - c Adequate resources are made available for the implementation of health and safety.
 - d They will promote the active participation of employees improving health and safety performance.
 - e The Policy will be kept up to date and reviewed as required to ensure that it complies with current Health and Safety Legislation and Codes of Practice.
- 3 The Town Manager is the designated person with overall responsibility for ensuring compliance with health and Safety legislation.
- 4 The Town Manager shall ensure that:
 - a The policy is implemented, monitored, developed and communicated effectively and is review in line with current legislation
 - b Establish, in consultation with external health and safety advisors, safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation
 - c Adequate insurance cover is provided at all times
 - d There is regular communication and consultation with staff on health and safety matters.
 - e Safe working practices are developed, implemented and maintained
 - f Accidents, ill health and "near miss" incidents are recorded, investigates and reported.
 - g Ensure that all employees receive adequate training, information and supervision to maintain safe standards.
- 5 All Council employees are required to:
 - a Make themselves familiar with and conform to this policy
 - b Observe safety rules at all times
 - c Where required, wear protective clothing and use appropriate safety devices provided
 - d Report to their immediate line manager all accidents, injuries to persons and damage to vehicles/plant/equipment

- e Know the location of First Aid facilities
 - f Report all safety hazards as a matter of urgency to their immediate line manager and the Town Manager
 - g Know what to do in the case of fire, or other emergency and the location of fire fighting equipment
 - h Maintain good housekeeping at all times
 - i Observe safe standards of behaviour and dress
 - j All employees have the responsibility to co-operate with each other to achieve a healthy and safe workplace and to take reasonable care of themselves and others
 - k Not to enter into any kind of horseplay or practical joking
 - l Conducts risk assessments by assessing personal procedures and activities and identifying where safety issues exist as part of personal safety
- 6.1 It is the policy of the Council that all employees shall receive training in all safety aspects of their occupation and to attend during normal working hours, courses held for this purpose.
- 6.2 It shall be the duty of all staff to carry out a visual safety inspection of plant and equipment prior to using such machinery.
- 6.3 It shall be the responsibility of the Town Manager or persons appointed by the Town Manager to investigate all accidents and to take such steps as the Parish Clerk considers proper to ensure that accidents do not continue and, where appropriate, make recommendations to the council on accident prevention.
- 6.4 It shall be the responsibility of the Town Manager to monitor the maintenance of all plant and equipment.

7 Lone Workers

- 7.1 Many of the Council employees are expected to work alone from time to time and for some staff lone working is the norm. Working alone is not necessarily unsafe but there are circumstances where lone working can increase the risks. An example where risk is increased would be electrical maintenance where, in the event of electrocution, the lone worker would not be able to call for assistance. Care should be taken when carrying money to the bank. Another example would be an officer of the Council visiting someone's home when that person was known to have a history of violence. Clearly lone working may increase the risk of violent attack in this latter example. (see work-Related Violence and personal Safety below).

There are no specific regulations regarding home working, although the general provision of Section 2(1) do apply and the risk assessment required under regulation 3 of the Management of Health and Safety at Work Regulations 1992 would need to include a consideration of any extra risks to one works. The Health and Safety Executive have produced guidance for employers on ensuring safety for lone workers.

The Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

7.2 The Town Manager has a key role to play in ensuring that risks to lone workers are minimised by

- Ensuring that the additional risks to lone workers are taken into account in risk assessments for lone workers
- In situations where out-of-hours lone working is expected, the Town Manager will arrange for a procedure to be developed which gives detailed instructions of the actions that should be taken when dealing with out-of-hours workers from this Council
- Ensure that a log is kept of persons known to be working alone in circumstances where they face increased risks. This may take the form of a book, board or other suitable means of recording information. The information to be recorded might include name, working location or destination, contact phone number (or mobile number), time of departure time of return. Details should also be kept of any special instructions such as any checks to be made on the lone worker (e.g. by phoning them) or frequency of call-ins to be made by the lone worker to the Council office.
- In the event of being notified that a lone working is overdue, will take reasonable steps to determine the reason. Steps may include sending other staff to investigate, contacting the missing persons home number (but do not alarm relatives) or notifying the police, as appropriate.
- Ensure that staff are aware of the existence of the scheme for recording, reporting and sharing information.

7.3 The Lone Worker will record details of their lone working spells in the log

Will telephone the office at pre-arranged times (if any) and if they expect to exceed their expected time of return (recorded in the log)

Will ensure that they carry the mobile telephone provided by the Council

Will take reasonable care not to put themselves at undue risk. Where employees feel that they would be at particular risk unless additional precautions are taken, then they should discuss this with the Town Manager.

In the event of an accident, Town Council employees will complete an accident report form.

8 Work Related Violence

8.1 Work-related violence can be defined as “an incident in which an employee is abused, threatened or assaulted in circumstances relating to their work” and will normally only apply where the aggressor is a non-employee (Mildenhall High Town Council grievance and disciplinary procedures apply, as appropriate, to incidents between employees, or where an employee is the aggressor against a

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non-employee). Work-related violence can be physical or non-physical. Basic examples of each include:

Physical	Non-physical
a. Physical assault	f. threats and threatening gestures
b. Pushing and shoving	g. abusive phone calls, letters, e-mails
c. Damage to personal property	h. verbal abuse
d. Kicking, biting, punching, spitting	i. bullying / harassment
e. Unwanted physical contact	j. insults, innuendo, ridicule, sarcasm

All work-related violence incidents must be report to the Town Manager, who must ensure that they are investigated and acted upon by considering whether there are procedural changes that can be introduced that would reduce the risk of work-related violence. Examples include eliminating lone workers by doubling up, increasing staff levels at high risk times, allocating known “difficult” customers to more experienced staff.

9 General Arrangements

9.1 First Aid

A first aid box is located in the works Building, Recreation Ground Road. The Head Groundsman is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

9.2 First aid boxes are also located at the Jubilee Centre. The following members of staff are responsible for carrying out periodical checks to ensure the contents are adequately maintained.

Mildenhall High Town Council offices – Town Manager
 Jubilee Centre Centre and Grounds Hut – Head Keeper

10 Accidents, Injuries and Dangerous Occurrences

10.1 It shall be the responsibility of the Town Manager to record all incidents in the Accident Book and to report notifiable Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive on the appropriate form F2508 or F2508A.

10.2 Accident Books are located in the Town Council Office, The Pavilion, Recreation Way, Mildenhall and Jubilee Centre, Recreation Way, Mildenhall.

11 Fire Safety

All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.

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Fire risk assessments will be conducted annually for all Council premises.

Emergency plans, including evacuation plans, will be established for the Council offices and any other location routinely used for Council business.

The Town Manager is responsible for ensuring all fire safety tests and drills are logged in a records book.

It shall be the responsibility of the Town Manager or works supervisor in respect of the works maintenance building, to see that escape routes and passageways are kept clear at all times.

It shall be the responsibility of the Town Manager to organise annual inspections of all fire extinguishers on the Council's premises.

In accordance with Government legislation, a no smoking policy is in operation in all buildings including maintenance buildings and sheds.