



Honiton Town Council

Health & Safety Policy & Procedures

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Introduction



Honiton is a rural town in East Devon approximately 17 miles east from Exeter and 9 miles north from Sidmouth at the heart of the Blackdown Hills and East Devon areas of outstanding natural beauty. It has a current population of approx. 12,000. The town is mentioned in the Domesday Book and is centred on the Roman Road (Fosse Way). Honiton is renowned for its long history of lace making. Honiton is now a vibrant town in the country; the town retains its character and vitality remaining a friendly and popular place to live, work and visit. Honiton boasts a High Street market two days per week, many independent retailers, public art gallery (Thelma Hulbert Gallery), community venue (Beehive) and excellent communication links to the A303, A373, A375, A30 & A35 also the main line railway and Exeter Airport.

The Council has ultimate responsibility for health and safety. Day to day management responsibilities are delegated to managers and employees listed in the responsibility table included in this document. We have 6 part time employees. Visitors and contractors may also visit our premises and we from time to time we employ agency / temporary workers.

The Council has determined that we should operate without putting the health, safety or welfare of any employee, agency worker, client, or any other person at risk. To meet this objective, we have prepared a health and safety policy and made arrangements as set out in this document aimed at ensuring the continued health safety and welfare of those people whilst on our premises or at work.

Accepting that we cannot transfer our responsibility for managing health, safety and welfare in the workplace to others we have retained Peninsula to help us meet this objective. They provide information and guidance on the effective management of health and safety, conduct routine audits and act as a source of advice and information.

Contents

This document contains our-

Safety Policy

Our declaration of intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

The allocation of specific health and safety responsibilities to key personnel.

Safety Arrangements

The systems and procedures for controlling hazards at work that form the basis of our health and safety management system.

We also keep detailed safety records demonstrating that we actively manage health and safety within our business. The records which may be paper based or kept in our online systems include-

- An Annual Review of our health and safety system and procedures.
- Periodic checklists created for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of work equipment and installations.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- Accident and incident records, reporting, and investigation.

Health & Safety General Policy Statement



Honiton Town Council recognises that it has responsibilities for the health, safety and welfare of our employees, when at work and for the health and safety of clients, visitors, contractors, suppliers and other people who visit our premises. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of employees, customers and anyone else likely to be affected by the operation of our business.

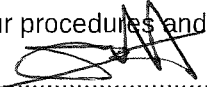
We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and for those work off-site.
- Consulting with our employees on matters affecting their health and safety.
- Providing and maintaining safe access to safe premises and equipment.
- Ensuring the safe handling, storage and use of substances.
- Managing risks from the use of display screen equipment.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees are competent, and suitably trained as necessary.
- Ensuring that any contractors working for us are competent.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with or manage contractors when they come to work at our premises, to ensure the health and safety of everyone present.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment, at induction. A Safety Handbook setting out their duties and specific health and safety rules is provided to each employee.

This policy, our procedures and arrangements will be reviewed annually.

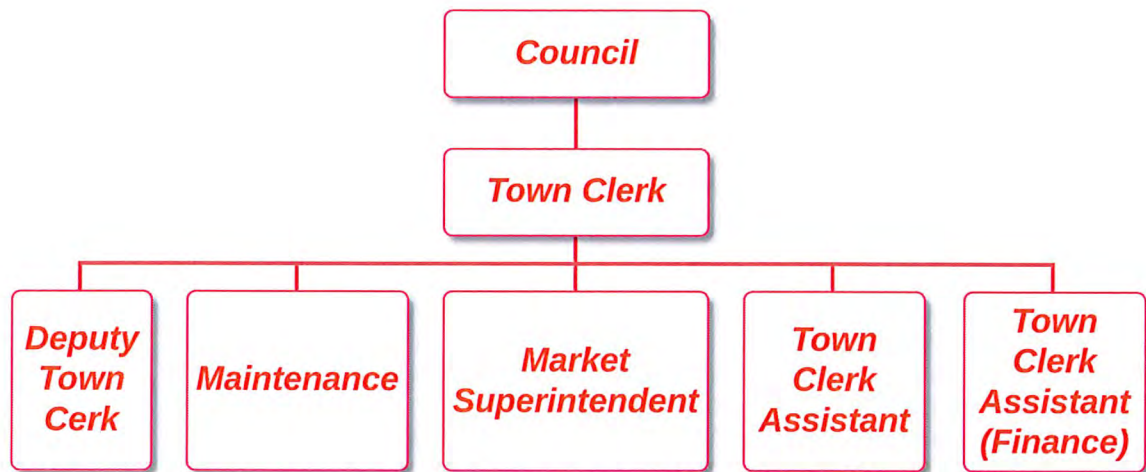
Signature  Date 12 May 2016
Position Town Clerk & RFO
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Organisation

Health and Safety Management Structure

Although the Council has overall responsibility for the implementation of this policy day-to-day responsibility for specific issues has been delegated to key personnel.

The health and safety management structure for our business is shown here. The allocation of day-to-day responsibility for specific health and safety issues is shown later in a Responsibility Chart.



Health and Safety Management Responsibilities

The Council has recognised that they always have the overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover
- Ensure that health and safety implications are considered when acquiring new equipment.
- Ensure that contractors are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Provide guidance on health and safety issues, particularly fire safety procedures and requirements.
- Monitor the health and safety performance of our operation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and minimise employee exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations to identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises.
- Employees, visitors and contractors are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are completed and safe systems of work are produced for all activities that pose a significant risk of harm.
- Risk assessments and safe systems of work are documented.
- The outcomes of risk assessments and associated safe systems of work are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment with adequate welfare facilities.
- Ensure that the fixed electrical installation is properly installed and maintained.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All of the furniture and equipment that we provide is suitable and properly used.
- All work equipment is maintained and safe.
- Portable electrical appliances are maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All dangerous and hazardous substances are used and stored safely.
- All risks from the use of substances are fully controlled.

Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, delegates specific health and safety responsibilities to identified managers and supervisors. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

Employee responsibilities

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

- Ensure that company policies and procedures are read, understood and followed at all times.
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect work equipment and PPE before use.
- Ensure that work equipment and PPE are maintained, used and stored as advised by the manufacturer.
- Follow all safety instructions and guidance when using equipment.
- Report any incidents, accidents, near misses and non-conformances to management.
- Contribute to the promotion of health and safety in the workplace.
- Follow all written safe systems of work (SSOW) including method statements, risk assessments, COSHH data, etc. and their requirements.
- Follow the safety instructions of management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all safety signs, notices, general site rules and arrangements.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed safety record forms and also by using periodic workplace checklists. The Council has overall responsibility for this, but some of the routine tasks may be delegated.

We also use an Annual Health and Safety Review to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System

Responsibility Table

This table shows how we have allocated responsibility for the management of particular health and safety issues to named people or positions.

Key

TC - Town Clerk
 DTC - Deputy Town Clerk
 MS - Market Superintendent
 M - Maintenance

Safety arrangements	TC	DTC	MS	M
Managing Safety And Health At Work	✓			
Managing Migrant Workers	✓			
Accident, Incident, Ill-Health Reporting And Investigation	✓	✓	✓	
Workplace Health And Safety Consultation	✓	✓		
Risk Assessment And Hazard Reporting	✓	✓	✓	
Occupational Health And Health Surveillance	✓	✓		
Substance And Alcohol Abuse	✓	✓		
Purchasing	✓	✓		
New And Expectant Mothers	✓	✓		
Employing Children And Young Persons	✓	✓		
Lone Working	✓	✓		✓
Health And Safety Training	✓	✓		
Health And Safety Of Visitors	✓	✓		
Personal Protective Equipment			✓	✓
Home Working	✓			
Employing Agency And Temporary Staff	✓			
Safe Systems Of Work	✓	✓	✓	✓
Action On Enforcing Authority Reports	✓			
Equality And Disability Discrimination Compliance	✓	✓		
Health And Safety Information For Employees	✓	✓		
Fire Safety - Arrangements And Procedures	✓	✓	✓	✓
First Aid	✓	✓	✓	
Welfare, Staff Amenities, Rest Rooms And The Working Environment	✓	✓		
Housekeeping And Cleaning	✓	✓		✓
Building Services	✓			
Control Of Hazardous And Non-Hazardous Waste	✓	✓	✓	✓

Access, Egress, Stairs And Floors	✓			
Windows, Glass And Glazing In The Workplace	✓			
Workplace Signs	✓			
Water Temperature Control	✓			✓
Premises	✓			
Electrical Safety	✓			✓
The Provision, Use And Maintenance Of Work Equipment	✓	✓	✓	✓
Office Equipment	✓	✓		
Storage Of Chemical Substances And Agents				✓
Slips, Trips And Falls	✓	✓	✓	✓
Functions And Conferences	✓	✓		
Work At Height				✓
Occupational Road Safety			✓	✓
Working Time, Night Work And Shift Working	✓	✓		
Wruld (Work Related Upper Limb Disorders)	✓	✓		
Manual Handling	✓	✓	✓	✓
Display Screen Equipment	✓	✓		
Legionella Control	✓	✓		✓
Radon	✓			
Use Of Chemical Agents And Substances				✓
Asbestos At Work - 2000+ Premises & No Off-Site Risk	✓			
Control Of Noise At Work				✓
Stress In The Workplace	✓	✓		
Aggression And Violence			✓	
Contractor Control And Management	✓	✓	✓	✓
Construction Design And Management Client	✓			

Note: People with delegated responsibilities for health and safety issues need to ensure that any necessary risk assessments and safety records are completed, and that the required control measures are in place and used.

Where more than one person has been assigned responsibility for a particular subject, each must fulfil their responsibilities in the areas under their control and complete the relevant records. Working together they need to check that between them they have covered all aspects of safety management for the subject.

