



HEALTH AND SAFETY
AND
STAFF WELFARE POLICY
July 2018

1 GENERAL STATEMENT OF POLICY

- 1.1 Cramlington Town Council's ("the Council") policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements the Council make to implement this policy are set out below.
- 1.3 As the Council's activities change in nature and size the policy will be amended accordingly. The policy and how it has operated will be reviewed every year by the Town Council.
- 1.4 This Policy is based upon guidance from the Society of Local Council Clerks.

2 RESPONSIBILITIES

- 2.1 Overall and final responsibility for Health and Safety in the Council and for compliance with the current Health and Safety at Work Act is that of the Council. The Town Clerk is responsible for this policy being carried out at all the Council's locations and the Deputy Town Clerk will be responsible as his/her deputy.
- 2.2 All employees have the responsibility to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee notices a health and safety problem which they are unable to put right they must inform the Clerk immediately.
- 2.4 The Accident Record Book is to be kept in the Town Council office.

3 FIRST AID

- 3.1 A small First Aid box is located in the Town Council Staff Room.

It is the responsibility of the Deputy Town Clerk to regularly inspect the First Aid Box to ensure that the contents are adequate.

4 FIRE SAFETY

- 4.1 A Fire Extinguisher is located within the Town Council offices and should be visually inspected once a month by the Clerk. Fire extinguishers shall be maintained annually.
- 4.2 All electrical equipment shall be tested annually and the relevant certification obtained.
- 4.3 Fire exits shall be kept free from obstructions.

5 TRAINING

- 5.1 The Clerk has overall responsibility for training

6 GENERAL ADVICE

- 6.1 General advice to employees is attached as Appendix 1 and Appendix 4.

7 SPECIFIC POLICIES

- 7.1 Detailed policies are attached as appendices as follows:

- i) Offices - Appendix 2
- ii) Contractors- Appendix 3
- iii) Lone working- Appendix 4.

8 EMPLOYMENT OF CONTRACTORS

- 8.1 It is the policy of Cramlington Town Council to ensure the Health and Safety, not only of its employees and visitors but also of the contractors that we use.
- 8.2 The Council will:
 - 8.2.1 As far as reasonably practicable, assess the competence of contracting organisations prior to finalising contractual agreements;
 - 8.2.2 Request information from the contractor on their Health and Safety Policy, where appropriate, procedures and their organisational structure for managing health and safety particularly on Council owned or managed sites;
 - 8.2.3 Request copies of any risk assessments that concern the work to be carried out on our behalf;
 - 8.2.4 Establish where appropriate local rules and guidelines for their operation whilst on the sites or working in areas to which the public have access, i.e. Grounds Maintenance;
 - 8.2.5 Monitor as appropriate, their activities to ensure that they are not creating any risks or hazards to themselves or to Council employees, visitors or property or the public.

8.3 A questionnaire to be given to outside contractors is attached as Appendix 3.

9 REPORTING AND RECORDING OF ACCIDENTS

9.1 Accidents shall be reported to the Clerk who will record them in the Accident Book.

10 SMOKING

10.1 Smoking is not permitted at any time in the Town Council Offices

11 LONE WORKING

11.1 The Council's policy on Lone Working is attached as Appendix 4

APPENDIX 1 – GENERAL ADVICE TO EMPLOYEES The following is

intended as general advice only.

1. All employees have a duty to take reasonable care of themselves and others.
2. Employees should notify the Clerk immediately if they become aware of a potential health and safety issue.
3. Employees should read all literature pertaining to health and safety.
4. Employees should be willing to undergo any Health and Safety or similar related training deemed necessary by the Town Clerk.

APPENDIX 2 – OFFICES

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must be a minimum of 60.8 degrees F within 1 hour of opening and should be maintained at a comfortable level throughout the day.
- b) Free standing heaters must not be used without authorisation. If so authorised they should comply fully with all fire regulations and the area around them should be kept clear of any flammable materials. They should also be sited away from chairs and desks.
- c) Desks should be placed to gain the maximum amount of light. Free standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment should be inspected in accordance with the latest regulations.
- b) Mains should not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit the current load of the equipment being used. This is normally shown on the item of equipment in question. If in doubt seek advice from a suitably qualified person.
- d) Only electrical equipment provided by the Council should be used. All mains should be switched off when not in use and plug tops removed from sockets overnight and at weekends.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment should never be used. Staff should not attempt to repair electrical equipment unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture should never be moved by individuals.
- b) Office equipment whether manually or electrically operated must not be used by unauthorised or untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Drawers should be closed immediately after use. Drawers should be inspected every 6 months to ensure correct loading and operation. Damaged or defective drawers must not be used.
- d) High shelves should only be reached through the use of steps provided for the purpose. It is dangerous to stand on desks or chairs and this should be avoided at all times.

4) **FIRE PRECAUTIONS**

- a) All staff must be fully conversant with the "Fire Alert" procedures as displayed in the building.
- b) Exit routes must be kept clear at all times.
- c) Flammable materials should not be stored in the office unless the storage is in a suitable fire resistant structure clearly marked "Flammable Materials."

APPENDIX 3 – CONTRACTOR’S HEALTH AND SAFETY QUESTIONNAIRE

Please answer the questions below and return with copies of the Health and safety documentation requested.

The answers given may affect your eligibility to carry out the work that your organisation has tendered for.

1. Please give a summary of your organisation’s experience in the relevant areas of work which you wish to carry out on our site(s).

2. Where applicable, please attach copies of the following documents:
 - Health and Safety Policy Statement
 - Management structure for the management of health and safety within your organisation
 - Detailed individual responsibilities for health and safety within your organisation
 - Any sample generic risk assessments that may cover the work you intend to carry out on our premises
 - A copy of the Certificate of Employer’s Liability Insurance
 - A copy of the Certificate of Third Party and Public Liability Insurance
 - Copies of any statutory test certificates for equipment
 - Copies of any certificates of competence for vehicle or plant operators where applicable
 - Where applicable, licenses to operate (e.g. working with asbestos)

3. Do you have any accreditation to ISO 9000 or BS8800? If so please detail.

4. What health and safety training has been provided for your employees, in particular those who will be working on our premises and any necessary additional training or qualifications for this particular contract?

5. Which of your employees working on our premises will be specifically responsible for health and safety?

6. Give details of any competent professional advice or experience that you will have access to with respect to health and safety.

7. Where applicable, please give details of any work that will be sub-contracted and your selection criteria for sub-contractors.

8. Please give details of accident and incident statistics within your organisation within the last three years.
9. Has your organisation had any health or safety enforcement action brought against the organisation or individuals within it? If so, please detail.
10. Please give details of membership of any safety, trade or professional organisations. Please attach copies of registration documents or certificates.

APPENDIX 4 –EMPLOYEE LONE WORKING

Cramlington 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.

1. LONE WORKING IN THE TOWN COUNCIL OFFICES

- a) Staff working alone has 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 office by visitors, etc. is within their control. In addition they should ensure that they have access to a safe escape route should they consider that they are being threatened or feel uneasy in the presence of visitors. It would be good practice to ensure availability of a mobile phone at all times.
- c) Staff should be trained in emergency procedures (fire, etc.)
- d) Under no circumstances should staff use the following equipment if alone: Ladders
- e) Should a member of staff working alone become ill or sustain an accident and require medical attention they should (if able) ring the emergency services. Staff should undergo First Aid training if deemed necessary.

2. LONE WORKING ON SITE

- a) Staff should be in ready contact with the office through a mobile phone or similar.
- b) Consideration should be made to conducting a risk assessment should a visit to a potentially dangerous site needs to be made; this would include a visit to an allotment site where the threat of eviction may arise.
- c) Staff should be trained on how to handle potentially dangerous situations. These may include aggressive behaviour, being approached for valuables, etc.