

# **Littlehampton Town Council**

## **Health & Safety Policy**

### **Introduction:**

It is a requirement of the Health & Safety at Work Act 1974, subsequently amended and added to by various other legislation, for the Town Council, as an employer, to publish and regularly review a Health & Safety Policy.

### **Safety Policy:**

The Town Council's Policy is to provide a safe working environment for staff, volunteers and visitors to the offices and other Council premises that staff, volunteers and visitors work and attend.

The Town Council will provide and maintain a safe and healthy working environment by providing such information, training and equipment as is required to meet this purpose.

This Policy will be reviewed in light of new Government legislation and best practice as required.

### **Organisational Responsibilities:**

1. Overall and final responsibility for health and safety at Littlehampton Town Council rests with the Town Clerk.
2. The Town Clerk is the designated Health and Safety Officer of the Town Council and, as such, has the day-to-day responsibility to ensure a safe working environment. This responsibility includes the overall operation of the policy, together with policy implementation and review, investigating serious accidents, and notifying appropriate accidents to the health and safety inspector, ensuring fire procedures are in place and tested, and first aid provision.
3. Managers and supervisors have a responsibility to ensure that their staff work and operate in a safe environment and to identify specific support and training as appropriate.
4. All staff and volunteers working for the Town Council have a responsibility to cooperate fully with managers and supervisors on all health and safety matters. Staff will take care to maintain their own safety and that of others at all times. Staff will not interfere with anything provided to safeguard the health and safety of themselves and others. Staff have an obligation to report any health and safety concerns to their line manager or supervisor.
5. Any hazard to health or safety concern identified by anyone shall be reported to their manager, supervisor or the Town Clerk immediately and the appropriate action taken to rectify the situation. This includes the use of first aid equipment.

6. All accidents or unusual incidents involving staff and service users shall be recorded in the accident book and if appropriate a RIDDOR (The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) form completed. (See Appendix 1 for list of what must be reported under changes to RIDDOR October 2013)
7. A risk assessment of all premises, functions and activities will be performed annually or more frequently if there is a change in work practices or it is identified in the assessment.
8. If a member of staff becomes ill or is injured as a result of their work, the Town Clerk shall be notified immediately.
9. It shall be the responsibility of the Council to ensure that the workplace is supplied with the appropriate first aid and safety equipment and that staff are trained in its use. First Aiders will be appointed and trained and their names and contact details displayed in all premises. First Aid boxes will be provided and maintained in all premises and staff have a responsibility to ensure they are aware of its location.
10. The Council shall insure staff at work against injury as a result of the Council's negligence, and shall seek to provide staff with legal protection and support in cases of unjustifiable complaint from the public or press.

#### **Safety Arrangements For Hazards:**

Staff are not expected to work in unsafe or unhealthy situations and will be provided with guidance, equipment and training in systems, policies and procedures relating to specific hazards.

These include but are not limited to Cash Handling, Lone Working, Risk Assessments, Fire Safety, Manual Handling, Working at Height, Welfare Arrangements, Personal Safety, Home-working, VDUs, Work Related Upper Limb Disorders (also known as Repetitive Strain Injury), Stress Management, Child Protection and Safeguarding, basic First Aid, Smoking, Alcohol and Drugs and Emergency Planning and other hazards as are identified from time to time.

## **Appendix 1**

### **Summary of What Must be Reported Under RIDDOR - From 1<sup>st</sup> October 2013**

#### **Deaths**

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

#### **Specified injuries to workers**

The list of "specified injuries" in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10%, or damaging the eyes, respiratory system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### **Over seven-day injuries to workers**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

#### **Injuries to non-workers**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital merely as a precaution when no injury is apparent.

#### **Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

#### **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified "near miss" events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Explosions or fires causing work to be stopped for more than 24 hours.

**For more information please refer to HSE leaflet INDG453.**



## LITTLEHAMPTON TOWN COUNCIL

### HEALTH & SAFETY POLICY

### DECLARATION FORM

I have been provided with and read the Town Council's **HEALTH & SAFETY POLICY** and agree to adhere to this policy. I understand that by accepting these conditions that any intentional transgression or misuse may result in the Council instigating its disciplinary procedure or seek criminal prosecution.

NAME: \_\_\_\_\_  
(print)

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_