

PATCHWAY TOWN COUNCIL

STATEMENT OF HEALTH AND SAFETY POLICY

1. This statement is published in pursuance of the Health and Safety at Work Act 1974.
2. It is the Policy of Patchway Town Council that its operations and services are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of its employees and all persons likely to be affected by its operations, including licensees and the public where appropriate.
3. All employees are accountable to the Town Clerk for the continuing implementation and enhancement of the Policy, and any supplements that may be added to this Statement.
4. The Policy is the direct concern of all employees and they are charged under the Act with the duty of care for their own safety, the safety of fellow workers, and of any person within the work area. The employee also has the duty to co-operate with the Council to carry out its responsibilities.
5. Thus, the Council looks to every employee for continuous awareness of safety requirements, alertness to existing and potential hazards and the need for minimising and reporting them.
6. To promote development and maintenance of sound Safety, Health and Welfare practices, the Council will provide technical and advisory assistance, where required. The Council will also ensure a co-ordination function across all areas in order to achieve the communication and liaison between all employees.
7. The Council will take every reasonable measure to discharge its responsibilities for the provision and maintenance of:
 - (a) A safe and healthy place of work and working environment
 - (b) Safe plant, equipment and working systems
 - (c) Safe handling, transport and storage of materials and substances
 - (d) Co-operation with recognised trade unions and of safety representatives, and the provision of training to enable them to carry out their task
 - (e) Information, instructions, training and supervision to enable employees to recognise and minimise hazards, and contribute positively to Health and Safety at Work
 - (f) Adequate welfare facilities
8. The Clerk is responsible to the Town Council for the Council's performance in each department and the implementation of the Policy.
9. Employees are required to foster safety consciousness and continuously be aware of their own safety and the safety of others in the work area. In particular, they must:
 - (a) Report accidents, serious 'near miss' situations, and new or developing hazards to their immediate superior
 - (b) Carry out user checks and inspections of plant and equipment, report defect and ensure proper use
 - (c) Report feeling ill and incapable of performing their duties, to their immediate supervisor
 - (d) Assist as required in completion of Accident Reports, and accident investigations
 - (e) Co-operate with the Council in the prevention of accidents, abuse or interference with plant equipment and materials; to enable the Council to carry out their duties in the interest of the safety of all concerned
10. This statement is issued to all employees.

Lucy Hamid
CLERK TO PATCHWAY TOWN COUNCIL

SAFETY INSTRUCTIONS - ARRANGEMENTS

EMERGENCIES

1. **ACCIDENT:** In the event of an accident:
 - (a) Render first aid and, if in doubt call an ambulance. First-aid equipment is provided
 - (b) Stop process causing accident, and preserve plant and equipment for investigation. Only allow work to resume if fault or deficiency can first be rectified, following investigation
 - (c) Record the circumstances of the accident in full. Report serious cases by telephone to immediate superior, and follow up with written accident report
2. **ACCIDENT REPORT:** COMPLETE AND FORWARD WITHOUT DELAY. An amplifying report can be forwarded later. All accidents must be recorded. Serious 'near-miss' situations **MUST** be reported. It is important that the report reaches the Town Clerk as soon as practicable.
3. **FIRE:** In the case of fire, raise the alarm and evacuate the workplace. **FOLLOW INSTRUCTIONS ISSUED AND POST IN ALL WORK PLACES.** Call the Fire Service and, if time, and without risk to life or injury, attempt to extinguish the fire. EMERGENCY EXITS are clearly marked, and fire-fighting appliances provided and checked.
4. **SICKNESS:** In the event of sickness at work, report to immediate superior.

SAFETY EQUIPMENT AND CLOTHING

5. **SAFETY EQUIPMENT AND PROTECTIVE CLOTHING** are provided by the Council for use on appropriate occasions or circumstances. They are provided at no charge to employees, but personal items provided may be charged for in the event of loss by neglect or abuse. All employees are to wear safety equipment provided for their work.
6. **CONSTRUCTION DESIGN** is carried through with the best technical advice available, taking full account of the use of the users and the employees.

TEST CERTIFICATES

7. **TEST CERTIFICATES** for hoists, compressor air vessels, vehicles and other plant and equipment prescribed, are required to be kept in-date or, on expiry, the item to be taken out of service until newly certified.

SOME SPECIAL RISK CONSIDERATIONS

8. **CONFINED SPACES:** processes conducted in large or open spaces, such as application of certain paints or use of monomers, can be most hazardous in small rooms - confined spaces - and smoking may cause explosion or exacerbate toxic effects. The arrangements to provide ventilation, and ensure that no person works in such spaces alone and unattended must be followed.
9. **ENTRY TO CONFINED SPACES** MAY BE TO AREAS, SUCH AS SEWERS OR SERVICE TUNNELS, NOT NORMALLY VENTILATED. Arrangements to open and ventilate before entry, test for gases, and provide breathing apparatus whenever appropriate or in doubt must be adhered to. Adequate lighting, external supervision and 'tending' must be provided.

10. **WORKING AT HEIGHT** must not proceed without proper arrangements for safety harness and lifelines and if over water, a continuously manned safety boat below.
11. **PREPARATION AND SERVING FOODS:** Absolute regard for the principles of hygiene is a prerequisite, and every possible effort is made to provide means. A continuous training programme is in operation and special training is arranged on request.
12. **NEW EQUIPMENT AND MATERIALS:** The engineer concerned will ensure that equipment and material supplied are checked, and relevant safety precautions taken, before setting to work; and that proper instructions for use are clearly given.
13. **PERMITS TO WORK:** Certain workplaces operate Permit to Work procedures. These are to be followed conscientiously and the occasions of use recorded, as laid down by the manufacturer.

SAFETY INSPECTIONS

14. **SAFETY INSPECTIONS,** at a frequency agreed, may require a follow-up inspection. The Town Clerk will co-ordinate remedial action where requisite and record both requirement and remedy.

GOOD HOUSEKEEPING

15. **CLEAN AND TIDY WORKPLACE** is the basis of safety at work, in which everyone has a vital part to play. It is essential to conform to the arrangements for:
 - (a) Proper storage of clothing tools, materials and equipment
 - (b) Articles not in immediate use to be placed in proper storage, to keep floor/ground area clear.
 - (c) Storage and disposal of waste
 - (d) Siting machinery, plant and chemical processes
 - (e) Maintenance of first-aid facility
16. **VERMIN INFESTATION:** the presence of rats, mice, cockroaches etc. must be reported. There are arrangements for elimination.
17. **SUGGESTION FOR IMPROVEMENT** to Safety, Health and Welfare at Work are very much encouraged and should be made in the first instance to the immediate supervisor.