



Policy 12: Statement of Kirton in Lindsey Town Council's Health & Safety Policy in line with the Health and Safety at Work Act, 1974

Reviewed and Adopted June 2022 (v.20221) [FC2206/09]

Address: Town Hall Office, Town Hall, High Street, Kirton in Lindsey
Post Code: DN21 4LZ

PART ONE

General Statement of Policy, Duties and Responsibilities

Policy Aim

The aim of this Policy is to assist Kirton in Lindsey Town Council in providing a safe and healthy workplace and working environment for all its employees, and to protect all other persons not employed by the Council, but who may be affected by their work activity.

Summary

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including all necessary arrangements and organisation.

Effective communication and competence throughout the organisation will be essential to the success of the Policy.

Throughout this Statement, terms such as 'staff', 'workers', 'employees' include both paid and volunteer workers.

1.1 Policy Statement

Kirton in Lindsey Town Council ('the Organisation') recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care.

It is the policy of the Town Council to promote the health, safety and welfare of the staff and of all visitors to the Organisation's premises ('the Premises'). To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- make the workplace safe and without risks to health where possible;
- make arrangements to ensure the risks are minimised to protect the health and safety of the general public or other persons that may arise from the Organisation's activities and ensure that a suitable and sufficient assessment of the risks is carried out;
- make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen as required;
- provide information to other employers of any risks to which those employer's workers may be exposed to when working for the Organisation or on their premises;

- ensure that plant and machinery are safe and that safe systems of work are set and followed;
- provide adequate welfare and first aid facilities;
- provide such information, instruction, training and supervision as is needed;
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments;
- report certain injuries, diseases and dangerous occurrences to the enforcing authority;
- consult with staff about matters affecting employees health and safety;
- encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;

This policy statement and/or the procedures for its implementation may be altered at any time by the Town Council. The statement and the procedures will be reviewed annually by the Town Council.

1.2 Statutory Duty of the Organisation

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Organisation will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment as required;

- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority;
- Consult with its employees regarding their employees' health, safety and wellbeing;
- Ensure that suitable training is provided for hazardous activities and that these activities are supervised.

1.3 Statutory Duty of the Organisation's Workers

Employees also have legal duties and the Organisation strongly requests non-employed (voluntary) workers also to observe these. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work equipment, including personal protective equipment, provided by the Organisation correctly in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation.

1.4 Policy for Visitors and Contractors

All visitors should be directed, on arrival, to the Town Clerk when available (or nominated deputy if applicable) who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an incident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Town Clerk (or nominated deputy if applicable).

PART TWO: Organisation of Health and Safety

2.1 Health and Safety Sub-committee.

The Town Council, as the employer, has overall and final responsibility for health and safety matters and for ensuring health and safety legislation is complied with.

The Town Clerk will:

- have a broad overview of Health and Safety matters;
- keep the Organisation's Health and Safety policy and procedures under review;
- conduct safety tours of the premises;
- ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);
- take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled; and
- report to the Town Council on their performance of these responsibilities.

The Town Clerk shall carry out 6-monthly safety tours and inspections of the premises and make a report to the next ordinary meeting of the Town Council. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Book.

2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

a) Accident Book

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident book maintained by the Organisation.

b) Fire Procedures

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

c) Equipment and Appliances

No equipment or appliance may be used for purposes other than for that they were designed and as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

d) Safety Clearways

Corridors, doorways, emergency escape routes and exits must be kept free of obstructions and properly lit.

e) Maintenance

Defective equipment, furniture and structures must be reported as such without delay. Any defective equipment should be clearly labelled as “Do Not Use” and quarantined where possible.

f) Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned. Where possible, waste streams should be segregated and waste receptacles labelled to encourage segregation and recycling. Hazardous waste must be clearly labelled and dealt with in line with manufacturers instructions.

g) Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after smoking or using the toilet;
- Tell your supervisor of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room, and other enclosed spaces, is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure suitable food labelling is used;
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Advise the Town Council of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces.

h) Display Screen Equipment (DSE)

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take regular breaks from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense. (See Appendix E)

The DSE user must complete a DSE assessment regularly to assess the work space and highlight any deficiencies.

i) Alcohol, Drugs and Tobacco

Smoking within the premises and the use of illegal drugs on the premises are prohibited at all times. The use of intoxicants is prohibited during working hours and no employee may undertake his/her duties if under the influence of alcohol or illegal drugs.

j) Playgrounds

All playgrounds are to be designed, constructed and maintained as to not pose a risk to the public (see appendix F for the inspection schedule).

PART THREE:

Arrangements and Procedures

The Town Clerk is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- First Aid Boxes are provided in the following location(s):
Town Council Office, Town Hall, High Street, Kirton in Lindsey
- First Aid kits are to be checked on a regular basis to ensure the kit is suitably stocked with in date equipment.

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for 'ambulance'.
- All accidents must be reported to the Town Clerk immediately or as soon as practicable.
- All accidents must be entered in the accident book situated at Town Council Office, Town Hall, High Street, Kirton in Lindsey. The procedures for 'notifiable' accidents as

shown in Appendix A below must be followed.

- The Town Clerk will investigate incidents and accidents, writing a detailed report for the Town Council to consider the actions necessary to prevent a recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers and volunteers must be made aware of the fire procedures, the position of fire appliances and escape routes.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

3.2.2 In the event of fire

- Person(s) discovering a fire should sound the nearest alarm and alerting persons by shouting "FIRE"
- Do not tackle a fire unless it is safe to do so and you have a clear escape route.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point/s for the building is outside to the front of the Town Hall, Kirton in Lindsey.
- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

3.2.3 Bomb Warnings

- If you receive a warning try to find out from the caller:
 - the approximate location of the bomb and likely time of detonation;
 - whether the police and fire brigade have been notified.
 - Try to record exactly what is said.
- Notify the Police immediately on 999 or 112.
- Do not sound the Fire Alarm but evacuate the building taking into consideration any information from the bomb warning.
- Assemble outside to the front of the Town Hall, Kirton in Lindsey.
- unless bomb warning implies otherwise.

3.3 Theatre and Public Entertainment Licensed Events

In addition to the general conditions of the licence(s):

- Emergency lights in the areas used must be kept illuminated.
- Advise the Town Council of any defects or concerns regarding the facilities e.g. uncleanness, refrigeration operation or cracked food preparation surfaces.

3.4 Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs and remove once the hazard is no longer present.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.5 General

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs, escape routes and fire exits must be regularly checked and not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to [the office staff] immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR: APPENDICES

Appendix A - Accident Reporting

A.1. Accidents

All accidents which occur during work for the Organisation or on premises under the control of the Organisation must be recorded.

A.2. Accidents to Workers or members of the public

(a) For **all** accidents

Complete the Accident Book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)

For reportable incidents that occur on premises where the Organisation is in control of

premises, the Organisation must report any work-related deaths, certain injuries to members of the public, employees and self-employed people on the premises, and dangerous occurrences (some near miss incidents) that occur on the premises.

If accident results in incapacity for work for more than 7 calendar days then complete the online Health and Safety Executive (HSE) form F2508 which can be found on the [HSE.gov.uk/riddor](https://www.hse.gov.uk/riddor) website within 15 days of the incident.

If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) then immediately complete the online Health and Safety Executive (HSE) form F2508 which can be found on the [HSE.gov.uk/riddor](https://www.hse.gov.uk/riddor) website within 10 days of the incident.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8:30am to 5pm).

(c) Contractors

The employer is responsible for reporting any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving employees where they are working.

A.4. Definition of Specified Major Injuries, Conditions, Dangerous Occurrences and Diseases

Definitions of specified injuries, conditions, dangerous occurrences and diseases can be found on the HSE website at the following address:

<https://www.hse.gov.uk/riddor/index.htm>

Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)

B.1. Assessment

All hazardous substances used must be assessed and a copy of the safety data sheet along with the CoSHH assessment communicated and made available to the user.

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006?ⁱ

B.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is **prevented** or, if this is not reasonably practicable, **adequately controlled**. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean **preventing** exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, **controlling** exposure by, for example:
 - totally enclosing the process;
 - using partial enclosure and extraction equipment;
 - general ventilation;
 - using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to situations where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

Appendix C - Fire Prevention

C.1. Have fire controls for the premises been assessed considering the following?

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- Emergency Lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?

- The maximum number of people who should be allowed on the premises at any one time?
- Are the escape routes kept usable?
- Are seating and gangways in the hall/rooms arranged so as to allow free and ready access direct to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains, etc.?

C.2. Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are staff / duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

C.3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- No smouldering fires or cigarettes left burning?
- Heaters and cookers turned off?
- Televisions and other electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?

C.4. Are all reasonable steps taken to prevent fires?

- Smoking not allowed in any enclosed spaces, including in the building?
- Substantial ashtrays provided in outside areas where smoking is permitted?
- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector type heaters are not covered with clothes and curtains?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Scenery, decorations and costumes for stage performances treated to make them flame retardant?

- All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms?

Appendix D - Health and Safety Inspections

(Appendix D is the specimen document 'Community Building Health and Safety Checklist')

Appendix E - Display Screen Equipment

E.1. Who is a display screen user?

The Regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more;
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

E.2. Eye testing and spectacle costs

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

E.3. Workers' Entitlement

E.3.1 Eye Test.

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if s/he:

- is already a user for a significant part of her/his work.
- is about to start using display screen equipment for a significant part of his/her work.
- is experiencing visual difficulties which may reasonably be considered to be related to display screen work.
- it is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

E.3.2 Spectacles (Glasses).

If, as a result of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, as a result of the tests, spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

E.3.3 Who pays the Optician?

The worker pays the optician and then obtains reimbursement, attaching the receipt(s) and any other reports to form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

We request that our staff, members and visitors respect this Policy, a copy of which will be available on demand.

Appendix F - Play Park Inspections

Play parks under the control and responsibility of the town council must be inspected on a regular basis as below:

- Annual thorough inspection by a suitably qualified person.

- Monthly visual inspection of play equipment by a trained person.
- Weekly playground site inspection

The completion of all inspections shall be documented and any defects brought to the attention of the town council and remedial actions carried out in a timely manner proportionate to the defect and potential to cause harm. If the defect is one which poses an imminent risk of harm, the damaged part must be immediately made safe.

A report must be written and communicated to the town council for monthly and annual inspections.

Approved by the Kirton in Lindsey Town Council

Signed:.....
(Mayor of the Town Council)

Date

Approved by the Kirton in Lindsey Town Council

Signed:.....
(Clerk to the Town Council)

Date

Further information:

Health & Safety Executive (HSE)

Website: www.hse.gov.uk

HSE checklist for village hall managers:

<http://www.hse.gov.uk/voluntary/village-halls.htm>

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- make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen as required;
- provide information to other employers of any risks to which those employers' workers may be exposed to when working for the Organisation or on their premises.
- ensure that plant and machinery are safe and that safe systems of work are set and followed;
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Signed:

Date:
