



Caistor Town Council

HEALTH & SAFETY POLICY

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees/members on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees/members
- To provide appropriate protective clothing for employees and members for any tasks being undertaken
- To ensure all employees/members are competent to do their tasks and to give them adequate training
- To reduce the potential for accidents and cases of work-related ill health
- To maintain safe and healthy work conditions
- To review and revise this policy as necessary at regular intervals
- To ensure that risk assessments are carried out for all Council authorised activities and where necessary provide method statements

1. Responsibilities

1.1 Overall and final responsibility for health and safety is that of Caistor Town Council

1.2 The Town Clerk is responsible for this policy being carried out at all the Council's premises.

1.3 All employees/members must:

- Co-operate with each other on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care for their own and others health and safety
- Report all health and safety concerns to the Town Clerk or Chair of the council

2. Health and safety risks arising from work activities

2.1 Risk assessments will be undertaken by the Town Clerk who may delegate the task to another employee or Councillor

2.2 The findings of the risk assessment will be reported to the Town Clerk

2.3 Action required to remove/control risks will be approved by the Personnel and Finance Committee

2.4 The Town Clerk will be responsible for ensuring that the action required is implemented

2.5 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3. Safe plant and equipment

3.1 The Estates committee, operators and Town Clerk are responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up.

3.2 Caistor Estates Committee will be responsible for ensuring that all identified maintenance is implemented and will check that new plant and equipment meets health and safety standards before it is purchased.

4. Safe handling and use of substances

4.1 The Estates Committee or Estates Operative will be responsible for identifying all substances which need COSHH assessment and will be responsible for undertaking COSHH assessments and providing the necessary safe working procedures and documents.

4.2 Caistor Town Council will ensure that all actions identified in the assessments are implemented and they will ensure that all relevant employees are informed about the COSHH assessments.

4.3 The Estates Operative will ensure that new substances can be used safely before they are purchased

4.5 All hazardous substances shall be locked away in a COSHH storage cabinet.

4.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest

5. Information, instruction and supervision

5.1 The Health and Safety Law poster is displayed in the Town Council Office.

5.2 First Aid boxes are located as follows:

- In the Town Council Office (The Town Clerk is responsible for this box)
- In the Estate Operatives vehicle used for work. (The Estates Operative is responsible for this box).

5.3 All accidents and work-related ill health are to be recorded in the accident book in the Town Council office.

5.4 Induction training will be provided for all employees and councillors working for Caistor Town Council the Clerk or Chairman of Caistor Town Council Estates Committee.

5.5 The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

6. Fire Safety

6.1 Fire Extinguishers will be held in the Estate Operatives car and at the Town Hall. These shall be visually inspected monthly and serviced annually.

6.3 All exits shall be kept free from obstructions.

6.4 Exit corridors, landing and stair cases must be kept clear at all times.

6.5 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

6.6 Staff in the Town Council office shall follow the emergency procedures laid down by the Town Hall Committee

7. Grounds maintenance

- 7.1 Only authorised members of staff who have received training and instruction in the operation of machinery and equipment may use the Town Council's grounds maintenance machinery and equipment.
- 7.2 All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 7.3 The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- 7.4 Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- 7.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 7.6 Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- 7.7 The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 7.8 Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- 7.9 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 7.10 Pathways on Council owned premises shall be inspected annually.

This policy was approved by the Town Council on 08/06/2023

Last reviewed 13th June 2024

Next review date June 2026.