

STOCKSBRIDGE TOWN COUNCIL

HEALTH, SAFETY & ENVIRONMENTAL POLICY

GENERAL POLICY

It is the policy of the Council to;

- Provide adequate control of the health, safety and environmental risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Consult with our employees on matters affecting the environment;
- Provide and maintain safe plant and equipment that has a minimum detrimental effect on the environment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees & subcontractors are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe, healthy and environmentally friendly working conditions; and
- Review and revise this policy as necessary

RESPONSIBILITIES

The Council Members

- Ensure that there is an effective Health, Safety and Environmental Policy in place and ensure that any necessary changes are made
- Have overall responsibility for ensuring satisfactory levels of Health, Safety and Environment are maintained in all areas of the organisation
- Ensure that Health, Safety and Environmental responsibility is appropriately allocated throughout the organisation;
- Ensure that Health, Safety and Environmental Advice is provided by a competent source
- Monitor health, safety and environmental performance, i.e. review overall accident/incident statistics for the business.
- Ensure suitable reporting procedures are implemented and maintained.
- Ensure HS&E inspections and risk assessments are carried out and acted upon accordingly
- Ensure that the HS&E Policy is implemented and assist in its development

The Clerk / Site Supervisors / Tenants

- Manage HS&E matters in the areas of their control and associated areas
- Consult with the employees (including self-employed) with regard to HS&E
- Report HS&E issues to the Councillors

The Employees

- All employees are encouraged to take a positive interest in the furtherance of HS&E procedures.
- Any suggestions to improve standards are welcomed by the Council.
- Every employee has a duty whilst at work to:-
 - Take reasonable care for the health and safety of themselves and others
 - Take reasonable care of the environment
 - Fully co-operate with the Council on all HS&E matters
 - Immediately report and record any accident to the Clerk/Site Supervisors and enter it to the Accident Book
 - Immediately report and record any incident that may have environmental implications

ARRANGEMENTS

Health, safety & environmental risks arising from work activities

- Risk assessments are undertaken by the Council's appointed HS&E representative and staff and shall consider all persons that may be affected.
- The findings of the risk assessments are reported to the Council.
- An action plan detailing how to remove/control risks highlighted will be agreed by the Council, the Safety Representative and the staff.
- Responsibility for ensuring the action required is implemented is with the Council.
- Responsibility for checking that the implemented actions have removed/reduced the risks is with the HS&E Representative with the support of the Council.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation with employees

- Employee representatives are the nominated HS&E Representatives

Safe & environmentally friendly plant and equipment

- The Clerk/Site Supervisors/Tenants are responsible for identifying all equipment/plant needing maintenance although all employees must be vigilant and report any problems to them, the HS&E Advisor or the Council as soon as possible
- The Council is responsible for ensuring effective maintenance procedures are drawn up and for ensuring that all identified maintenance is implemented
- The Council ensure that new plant and equipment meets the required current UK, EU and Council HS&E standards prior to purchase

Safe handling and use of substances

- With the assistance of the HS&E Advisor, the Clerk/Site Supervisors/Tenants identify all substances that need a COSHH assessment.
- The HS&E Advisor undertakes COSHH assessments
- The Site Supervisors/Tenants ensure that all actions identified in the assessments are implemented.
- The Site Supervisors/Tenants ensure that all relevant employees are informed about the COSHH assessments
- COSHH assessments are reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at the Town Hall
- HS&E advice is available from The Clerk/H&S representative
- Supervision of young workers & trainees is arranged and monitored by the Council

Competency for tasks and training

- Overall induction training is provided for all employees by the Council.
- Training records are kept at the Council Offices.
- Training requirements are identified by the Council who will then compile a training plan.
- Training is monitored and recorded by the Council.

Accidents, first aid and work-related ill health

- First aid boxes are held by every first-aider
- All accidents, cases of work-related ill health and incidents that may have a detrimental effect on the environment are to be recorded in the accident book.

- The books are kept at the same location as the first aid boxes.
- The Clerk/Site Supervisors/Tenants are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as required.

Monitoring

- The HS&E Advisor carries out regular site inspections to ensure our safe working practices are suitable and being adhered to
- The Council are responsible for acting on accident investigation findings to prevent a recurrence

Emergency Procedures – Fire and Evacuation

- The Council are responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes and the means of raising the alarm are checked by local management every week
- Fire equipment is maintained and checked by a competent sub-contractor every 12 months
- Emergency evacuation drills are organised and carried out by the Clerk/H&S representative at least once every 12 months.

Some Key Areas of Risk

- Working at height
- Transport Movements
- Work equipment - Machinery
- Vibration
- Manual handling
- Noise
- Slips, trips and falls
- Work with Hazardous Substances (including wood dust etc)