

# Haverhill Town Council

## Health and Safety Policy (Reviewed December 2023)



### Contents

1. Introduction
2. Responsibilities of Employees
3. Specific Responsibilities
4. Communications and Training for Employees
5. Consultation with Employees
6. Accident and Near Miss Reporting Procedures
7. Risk Assessment
8. Young Persons/Work Experience Placements
9. Specific Arrangements and Procedures
10. First Aid Arrangements
11. Hazardous Substances
12. Conclusion

### 1. Introduction

- 1.1 Our policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.
- 1.2 Our management accepts the responsibility for applying the above and for providing information, instruction and training at all times and for the duration necessary to achieve this purpose.
- 1.3 Other people may be affected by our activities, i.e. visitors, neighbours, contractors etc, and our management accept the responsibility to provide appropriate levels of safety for them.
- 1.4 We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.
- 1.5 Where risks to safety and health need to be assessed under a specific duty or Regulation, we will ensure that an assessment will be carried out and that all actions shown to be necessary will be implemented.
- 1.6 Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.
- 1.7 We will provide suitable information regarding the safety or safe use of our services and/or products.
- 1.8 We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.

- 1.9 Our commitment to this Policy is to engender a positive health and safety culture throughout all areas and activities.

## 2. Responsibilities of employees

*All our employees must:*

- 2.1 Comply with this Health and Safety Policy.
- 2.2 Fully observe the Safety Rules.
- 2.3 Report any safety hazard within their work area or malfunction of any item of plant or equipment to management (plant malfunction includes lack of fuel in the equipment).
- 2.4 Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- 2.5 Dress sensibly and safely for their particular working environment or occupation.
- 2.6 Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.
- 2.7 Use all safety equipment and/or protective clothing as may be provided.
- 2.8 Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- 2.9 Maintain all equipment in good condition and report any defects to management when they occur.
- 2.10 Report all incidents to management whether injury is sustained or not.
- 2.11 Attend as requested any training course designed to further the needs of health and safety.
- 2.12 Observe all laid down procedures concerning processes, material and substances used.
- 2.13 Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

## 3. Specific responsibilities

- 3.1 Overall and final responsibility for health and safety rests with the Full Council.
- 3.2 Overall operational responsibility is delegated to:

Colin Poole, Town Clerk

- 3.3 Day-to-day responsibility is delegated to:

Gary Wilson, Operations Manager  
Dylan Mills, Technical Officer

3.4 The following people have devolved responsibility in the following areas:

<b>NAME</b>	<b>RESPONSIBILITY</b>
Mel Bassett	Coffee Bar & Bar Kiosk
Gary Wilson	Clements Community Centre Splashpad Pump Track
Duty Managers	During Performances

#### **4. Communications and training for employees**

- 4.1 All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.
- 4.2 This will include regular staff updates as well as formal safety training.
- 4.3 Records of training provided will be held on personnel files.

#### **5. Consultation with employees**

- 5.1 All employees of Haverhill Town Council are consulted on matters which affect the Health, Safety and Welfare whilst in work.
- 5.2 In addition to formal health and safety training, regular staff updates are provided to employees which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e, leaflets, guidance information etc is also provided.
- 5.3 When undertaking Risk Assessments or producing Method Statements, employees who are affected are consulted throughout the process.

#### **6. Accident and near miss reporting procedures**

- 6.1 Haverhill Town Council takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the work place as much as is reasonably practicable.
- 6.2 Where accidents or near misses occur, Haverhill Town Council will ensure its own 'in house' accident reporting procedure is followed.
- 6.3 Any accident reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations), will be fully investigated by Haverhill Town Council.
- 6.4 Haverhill Town Council will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times.

## 7. Risk assessment

- 7.1 Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.
- 7.2 Control measures are defined in the form of written safe working procedures, method statements and safety plans and relayed to the persons at risk by line management, through formal information channels, instruction and training.

## 8. Young people/work experience placements

- 8.1 The management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.
- 8.2 Haverhill Town Council shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people and a controls programme drawn up.
- 8.3 The Risk Assessment, complete with controls to mitigate those risks, will be signed by the employee and line manager and placed in the personnel files.
- 8.3 All young persons employed by Haverhill Town Council will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also at this induction any specific risks associated with this site i.e., working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be followed at all times.

## 9. Specific arrangements and procedures

- 9.1 **FIRE**
  - a) All employees will receive instruction and training in the procedures to be followed in the event of fire.
  - b) Copies of the fire procedure notice are displayed throughout the premises.
  - c) All employees shall be given suitable instruction in basic fire prevention measures.
  - d) As part of the fire arrangements, persons have been nominated who are responsible for the fire safety planning/fire precautions, evacuation drills, arranging fire appliance checks, fire alarm tests, recording keeping etc.
  - e) The person(s) responsible for fire arrangements are Dylan Mills and Gary Wilson.
  - f) Alarms are tested every:                      Week (by Gary Wilson / Dylan Mills)
  - g) Extinguishers are tested annually by:        E-Fire

## 9.2 FIRST AID

- a) Haverhill Town Council will ensure sufficient suitably qualified first aiders will be on duty for events and for the day-to-day operation of the Arts Centre.
- b) First aid kit locations:
- |                            |   |
|----------------------------|---|
| Arts Centre:               | Box Office cupboard<br>Café Kitchen<br>Tech Room<br>Bar |
| Clements Community Centre: | Social Room   |
| Kiosk:                     | Kiosk   |
- c) Defibrillator location:
- |                            |                          |
|----------------------------|--------------------------|
| Arts Centre:               | Lobby                    |
| Clements Community Centre: | Clements Surgery         |
| Kiosk:                     | Camps Road Health Centre |
| Pump Track:                | Clements Surgery         |

## 9.3 HAZARDOUS SUBSTANCES

- a) The handling, storage and use of flammable or other hazardous substances must follow the manufacturer's instructions. They must not be stored with combustible materials. The Control of Substances Hazardous to Health (COSHH) regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.
- b) COSHH Sheets must be stored with the hazardous substances and a copy of the sheet lodged within the central file provided.

## 10. Review

This Health and Safety Policy will be reviewed annually.

**Adopted 16<sup>th</sup> December 2014**

**Next review: December 2024**

**Colin Poole  
Town Clerk**