

KETTERING TOWN COUNCIL HEALTH AND SAFETY POLICY

Under the Health and Safety at Work Act 1974 an employer is required 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees'.

This health and safety policy is designed to protect all of its employees, visitors, contractors, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the policy is working.

The Council has a separate policy on Lone Working.

POLICY

Statement

- 1.1 Kettering Town Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.
- 1.2 The Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.
- 1.3 The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Objectives

- 1.4 The Town Council's objectives in this respect are to:
 - 1.4.1. Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
 - 1.4.2. Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the council's activities.
 - 1.4.3. Assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.

- 1.4.4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
- 1.4.5 Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
- 1.4.6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council.
- 1.4.7 Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.
- 1.4.8 Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
- 1.4.9 Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligations in respect of its use.
- 1.4.10 Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises.
- 1.4.11 Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated.
- 1.4.12 Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
- 1.4.13 Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
- 1.4.14 Allocate responsibility for oversight of health and safety matters to the Council's Staffing Committee
- 1.4.15 Ensure that accident prevention within is an integral part of operational management and is supported by a competent advisory service.
- 1.4.16 Ensure the proper direction and control of all persons other than employees allowed access to the council's workplaces and premises and ensure they are not put at risk by the council's activities.
- 1.4.17 Control the use of contractors, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
- 1.4.18 Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Council.

1.4.19 Maintain arrangements with employees for consultation and participation in matters relating to their health and safety.

1.4.20 Keep the health and safety policy statement under review

Organisation and responsibilities

1.5 The Council will:

- a) Consider any trends and issues likely to affect the council.
- b) Monitor the health and safety performance of the council and compliance with legislation.
- c) Promote a positive health and safety culture within the council.
- d) Ensure that adequate resources are available to discharge the council's health and safety commitments.
- e) Where necessary, give assistance to the Town Clerk in carrying out inspections in the interests of effective Health and Safety management;
- f) Undertake safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

1.6 The Town Clerk, on behalf of the Council, is to co-ordinate the implementation of the health, safety and welfare policy. The Town Clerk will:

- a) Advise on planning and development of health and safety training to meet the council's requirements.
- b) Advise on prevention of injury or ill health to the Staffing Committee .
- c) Advise on legal requirements affecting health, safety and welfare, and implementation of the council health, safety and welfare policy.
- d) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.
- e) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
- f) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.
- g) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps so far

as is reasonably practicable to ensure that they are properly implemented.

- h) Ensure that all works carried out on council premises and all plant, machinery and equipment complies with statutory requirements and approved or agreed standards.
 - i) Ensure that where the council has supplied or commissioned labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
 - j) Ensure that employees are conversant with the council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
 - k) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.
 - l) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
 - m) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept.
 - n) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations.
 - o) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.
 - p) Ensure that all employees are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.
 - q) Ensure that regular consultation with the workforce takes place.
- 1.7 All **employees** are to take reasonable care of their own safety and that of any one else who may be affected by their work activities and are required to cooperate with Wellingborough Town Council in the fulfilment of its duties with regard to health, safety and welfare at Work. Each employee, therefore, will be responsible for:
- a) Making themselves familiar with and conforming to relevant health and safety instructions at all times.
 - b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.
 - c) Reporting to the Town Clerk incidents that have led to, or may lead to, injury or damage.

- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.

Arrangements

Risk assessment
Contract workers
Accident reporting
First aid
Fire safety
Control of substances hazardous to health (COSHH)
Electricity at work
Workplace welfare
Display screen equipment
Personal protective equipment
Manual handling operations
Provision and use of work equipment
Lone working
Stress
Young and older employee health and safety
Work at height

This is an example list of arrangements and is not exhaustive.

Risk assessment

- 1.8 The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on the Town Council including the requirement to assess the risk to health and safety to employees and others
- 1.9 The Town Council will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.
- 1.10 General risk assessments will be carried out on all Council workplaces and on all activities and events organised by the Council. Risk Assessments will be carried out involving employees who are familiar with the work areas.
- 1.11 Risk Assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;
 - Avoiding the risk.
 - Evaluating and reducing the risk as far as reasonable practicable.
 - Combating the risks at source.
 - Adapting the work to the individual.
 - Adapting to technical progress.
 - Replacing the dangerous with none or less dangerous.
 - Implementing safe systems of work.
 - Providing adequate personal protective equipment.
 - Providing appropriate information, instruction & training.

The Town Clerk and Deputy Town Clerk are responsible for:

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of Risk Assessment documents.

- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to:

- a) Take reasonable care for their own and others Health and Safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to Health and Safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in Health and Safety arrangements.

1.12 This section can cross reference with other risk assessment documentation. For example;

The Town Council's Risk Assessments are held centrally by the Town Clerk. Copies of Risk Assessments and safe systems of work are provided to relevant employees, volunteers and contractors.

Contract workers

1.13 It is the Town Council's policy that when contractors are used, they will represent the Council in the same way as direct labour and are required to work to the Council's Policy.

1.14 The Town Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

1.15 Arrangements are made to ensure that they are acquainted with, and adhere to, the council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is retained.

1.16 A copy of the safety policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

1.17 Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

- 1.18 The council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public there to be no exceptions.
- 1.19 Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Town Clerk by telephone.
- 1.20 Should a contractor use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

Market Traders

- 1.21. Any person hiring a stall or pitch from the Council in order to trade on a general or specialist market shall supply the Council with evidence that they hold current public liability insurance to a sum of at least £5m.
- 1.22. Any market trader should conduct themselves in such a manner as not to damage the Council's equipment or to put the public or their own personnel at risk from their activities. Failure to do so shall potentially lead to their being banned from markets in the future.

Accident reporting

- 1.23 When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The Council's accident book and or the RIDDOR accident report form will be completed by the Town Clerk.
- 1.24 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:
- Fatalities.
 - Specified major injuries (see RIDDOR leaflet).
 - Employees being absent from work for more than 3 days.
 - Reportable industrial diseases (see RIDDOR leaflet).
- 1.25 All accidents are investigated, and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Town Clerk.

Employees' responsibilities

1.26 All employees are instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of Town Clerk. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons. Therefore:

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Town Clerk.
- Record the accident/incident by filling in the accident book and completing a copy of the Council's incident report form

Employers responsibilities

1.27 The Town Clerk is to:

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) Form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.

KETTERING TOWN COUNCIL LONE WORKING POLICY

Who are lone workers and what do they do?

1. Lone workers are those who work by themselves without close or direct supervision. They include
 - a. People in fixed establishments where:
 - Only one person works on the premises, e.g. home workers
 - People work separately from others
 - People who work outside normal hours, e.g. event staff
 - b. Mobile workers working away from a fixed base for example on construction, installation, maintenance, repair or cleaning work
2. Working alone can introduce or enhance hazards for example – lack of assistance if needed, first aid cover, emergency situations, violent attack etc. There are inevitably tasks within the Council where staff work by themselves, including daily home working and frequently lone working may occur in the evenings and at weekends.

The Law

3. Lone working is not illegal but certain requirements must be satisfied before such an arrangement is operated. The Health and Safety at Work Act 1974 places a statutory duty on employers to provide a safe and healthy environment to staff and others affected by their undertakings. This includes lone workers. The Management of Health and Safety at Work Regulations 1999 places a duty on employers to undertake risk assessments for all work activities. This includes assessments of the particular risks associated with lone working.

Policy statement

4. The Council acknowledges there may be an increase in potential risks associated with lone working, and requires all such work to be subjected to risk assessments and adequate controls to minimise the risk. The policy applies to all sites and all staff who are recognised as lone workers.

Responsibilities

Managers

5. Managers should:-
 - a. Ensure a risk assessment has been completed.
 - b. Ensure appropriate control measures are in place,
 - c. Ensure staff are aware of this policy and follow it
 - d. Ensure staff have received appropriate training
 - e. Report any incidents using the incident reporting procedure.

Employees

6. Employees should

- Follow this policy
- Report to their manager or supervisor any problems or difficulties that they are aware of caused by working alone
- Report any incidents using the incident reporting procedure

Further guidance

- HSE document INDG69L: violence to staff
- INDG73L: Working Alone in safety
- The Suzy Lamplugh Trust, www.suzylamplugh.org.uk
- Health and Safety Manager

Risk assessment

7. The Council carries out Risk Assessments for its activities and should ensure that any additional risks to lone workers are identified. Safe working arrangements should be devised and implemented to ensure that the risks are either eliminated or adequately controlled. The assessment should consider the following factors:

- a) Is it safe for the individual to work alone?
- b) Foreseeable emergencies. It must be recognised that a lone worker is more vulnerable when the unexpected occurs, for example: fire, illness, accidents and violence
- c) The fitness and suitability of the person to work alone. Will working alone require additional physical or mental stamina? Is there a medical condition that makes the individual unsuitable for working alone? Is that person competent?
- d) Has the necessary equipment been provided to make lone working and home working safe?
- e) When considering the workplace, the following questions should be considered:
 - Does the workplace present a special risk to the lone worker?
 - Is there a safe means of entry and exit into the workplace?
 - Is there a risk of violence?
 - Will cash or valuables be handled?
 - Is the worker vulnerable to sexual harassment or assault?
- f) Ensure that:
 - Lone workers have full knowledge of the hazards and risks to which they are being exposed
 - The lone workers know what to do if something goes wrong
 - Someone else knows the whereabouts of the lone workers and what they are doing

8. The level of supervision for lone workers should be determined to ensure that it is consistent with the possible risks and that there is a system for maintaining contact.
9. The remoteness of the workplace should also be considered when assessing the risk to lone workers, for example:
 - Will the emergency services be able to approach close enough if necessary?
 - Is the length of time to do the job defined?
 - Is there adequate access to first aid?
10. Arrangements should be in place to protect or assist lone workers in the event of fire, accident, illness or an incident of violence
11. Lone workers should receive appropriate training to ensure that they are competent and able to deal with foreseeable problems
12. Staff should appreciate their responsibility for their own safety.
13. Lone workers should receive training in the use of any necessary tools and equipment, any increased risk to the lone worker from the use of such items should be identified in the Risk Assessment.

Control measures

14. The following practical guidelines should be applied :
 - a) Authorisation for lone working is required from their manager
 - b) Lone workers should provide their working hours and location to their line manager. This can be done by sharing team calendars to inform others of their whereabouts and duration at that location.
 - c) Special arrangements should be considered to ensure the safety of pregnant workers working alone
 - d) Ensure a working telephone is available
 - e) Lone workers should not undertake dangerous work, for example using dangerous chemicals or operating dangerous machinery
 - f) When undertaking off site visits, the checklist below must be considered prior to the visit.

Offsite checklist for lone workers

	YES	NO
Is there a risk of violence?		
Is there safe access and exit for one person?		
Is manual handling undertaken?		
Is the employee medically fit to carry out the lone working tasks?		
Is there first aid provision?		
Can an emergency service approach close enough if necessary?		
Is there a clear understanding on how long the work will take?		
Are transport arrangements to and from the workplace adequate?		
Is there a system for maintaining contact with the lone worker?		
Is there cctv on the site being visited?		
Are staff trained to deal with violence and aggression?		
Are staff briefed about the areas they visit?		
Do staff have all available information on those being visited?		
Has an itinerary been left?		
Have plans been made to keep in contact with colleagues?		
Have staff the means to contact their manager?		
Do staff know how to diffuse potentially violent situations?		
Do staff know how to complete an incident form?		

Lone worker-Employee flowchart

