



**HEALTH AND SAFETY POLICY  
OF  
REDRUTH TOWN COUNCIL  
(PARTS ONE & TWO)**

**The Chambers  
Penryn Street  
REDRUTH  
Cornwall TR15 2SP**

# HEALTH AND SAFETY POLICIES AND PROCEDURES

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# HEALTH & SAFETY AT WORK POLICY

## **INTRODUCTION**

Section 2 of the Health and Safety at Work Act 1974 states that, 'It shall be the duty of every employer to prepare and as often as may be appropriate to revise a written statement of his general policy with respect to the health and safety at work of his employees and the arrangements for the time being in force for carrying out that policy, and bring the statement and any revision of it to the notice of all his employees'.

A signed statement of the Town Council's Health and Safety Policy will be made available to all employees and displayed on the premises at appropriate locations.

There is also a requirement under the Management of Health and Safety at Work Regulations 1999 for suitable and sufficient records and procedures, including risk assessments to be kept available, monitored and reviewed on a regular basis.

Therefore, this document sets out the policies and procedures adopted by Redruth Town Council in meeting the requirements of the Health and Safety at Work 1974, and subsequent Acts and Amendments.

## GENERAL STATEMENT OF POLICY

### 1. **POLICY STATEMENT IN ACCORDANCE WITH THE HEALTH & SAFETY AT WORK ETC ACT 1974, SECTION 2**

- 1.1 Redruth Town Council regards the promotion of health, safety and welfare as an essential objective. It therefore recognises and accepts the requirement for providing, so far as is reasonably practicable, a safe and healthy workplace and a safe working environment for employees and further accepts its responsibility for the health and safety of other people who may be affected by the Council's activities.

The Council will do everything reasonable in its power to comply with both the spirit and the letter of legal duties imposed on it, both civil and criminal, and will endeavour as far as practicable to be an example of good practice.

- 1.2 The Council undertakes to:

- Provide a safe and healthy working environment including safe systems of work;
- Provide a nominated person of responsibility to effectively manage and monitor the safety arrangements;
- Increase the awareness of all employees to the responsibility for the health and safety of themselves and others;
- Ensure a systematic approach to risk assessment and control;
- Ensure that adequate resources, including the provision of competent personnel, are available to implement this policy;
- Provide and maintain plant, equipment, tools and safely manage the circumstances in which they are used to meet appropriate statutory requirements;
- Ensure safe handling, storage and use of chemicals and substances hazardous to health;
- Ensure the provision of such information, instruction and training as is necessary;
- Ensure that all staff are aware of their responsibilities and that they cooperate to achieve these aims; and
- Report and investigate all accidents and near misses to actively prevent accidents and cases of work related ill-health.

- 1.3 Redruth Town Council recognises that no safety policy can be successful without the active participation of employees. It will therefore make and maintain suitable arrangements for consultation on matters of health, safety and welfare.

- 1.4 The allocation of responsibilities for health and safety matters and the particular arrangements which will be used to implement the policy are set out in Part 2, Management and Responsibilities, and Part 3, Risk Assessments and Procedures, of this policy.

- 1.5 This policy will be kept up to date, taking into account any change in the nature of the business, the introduction of new working methods, practices and statutory instruments. To this end the policy and management systems will be reviewed at least annually by the Council's Policy Committee

### 1.6 **Alternative Formats**

Disability Discrimination Act 2010 – copies of this document in large print (A3 Format), on request from the Council Office, by telephoning 01209 210038 or e-mailing admin@redruth-tc.gov.uk

A large amount of health and safety related material is available in video and 'talking leaflet' formats at the Health and Safety Executive's website [www.hse.gov.uk/pubns/index.htm](http://www.hse.gov.uk/pubns/index.htm)

## 1.7 **Freedom of Information**

In accordance with the Freedom of Information Act 2012, this Document will be posted on the Council's Website [www.redruth-tc.gov.uk](http://www.redruth-tc.gov.uk) and copies of this document and the Risk Register will be available for inspection on deposit in the Council office.

Signed:

P B Bennett  
Clerk to Redruth Town Council  
Date: September 2016

# MANAGEMENT STRUCTURE FOR HEALTH & SAFETY

## 1. **INTRODUCTION**

- 1.1 All persons within an organisation must know what lines of communication and levels of responsibility exist to ensure that health and safety matters are dealt with efficiently.
- 1.2 The management structure shown relates directly to health and safety and not necessarily to other management functions.



## 2. **JOINT CONSULTATION**

- 2.1 The management of Redruth Town Council will endeavour to communicate to employees their commitment to safety, and to ensure that employees are familiar with the contents of the Council Health and Safety policy. Redruth Town Council communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.
- 2.2 Management will have the responsibility of arranging meetings for joint consultation between employer and employees, as and when the need arises. Employees have the right to request such a meeting through the normal communication channels.

## 3. **CO-OPERATION & CARE**

- 3.1 If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.
- 3.2 All employees are expected to co-operate with safety co-ordinators and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.
- 3.3 Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

## 4. **SAFETY TRAINING**

- 4.1 Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or

her job effectively and safely. It is the opinion of the management of Redruth Town Council that if a job is not done safely then it is not done effectively.

- 4.2 All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.
- 4.3 Training sessions will be held at regular intervals and will provide another opportunity for employees to express any health and safety related concerns within their areas of work.
- 4.4 The personnel with the responsibility for safety training are set out in the enclosure to this Policy Statement.

5. **SAFETY CO-ORDINATORS**

- 5.1 The Town Clerk has overall responsibility for the implementation and general management of the Council's Health and Safety policy. The supervision of various designated areas is to be carried out by the following officers, known as Safety Co-ordinators:

Town Council Offices and Council Chamber - **Ms S K Hoare**

Town Clock, Fore Street – **Mr C G Strugnell**

Grounds Staff Facility & Equipment – **Mr C G Strugnell**

Open Spaces; Parks; and Play Areas – **Mr C G Strugnell**

Public Footpaths & Bridleways – **Mr C G Strugnell**

Street Furniture – **Mr C G Strugnell**

Public Conveniences – **Ms S K Hoare**

# RESPONSIBILITIES FOR HEALTH AND SAFETY

## 1. **INTRODUCTION**

- 1.1 The Health and Safety at Work etc. Act 1974, requires that the ultimate responsibility for Health and Safety in each workplace lies with the highest management, but in practice duties have to be designated and it is the delegation that forms the administration and control of the Policy.
- 1.2 Certain individuals have been allocated specific responsibilities and are required to monitor their areas of control and their performance and the activities of their subordinates to ensure that acceptable standards are maintained.

## 2. **THE COUNCIL'S RESPONSIBILITIES**

- 2.1 Under the Health & Safety at Work Act the Council has responsibility for:
  - a. The safety, health and welfare of the employees and any other person in so far as they are affected by the activities of the work of the Council
- 2.2 To meet these responsibilities the Council will:
  - a. Ensure that there is an up-to-date overall policy for the safety, health and welfare of employees, and that there are appropriate policies and procedures, all of which are brought to the attention of employees.
  - b. Periodically appraise the effectiveness of the policies and procedures and ensure that any necessary changes are made. Under the responsibility of the Amenities Committee, carry out annually, a review of the policies, obtaining competent external advice where necessary.
  - c. Ensure that its activities do not detrimentally affect the safety, health and welfare of the general public. Where this cannot be avoided altogether it will, through its officers, ensure the general public is made aware of any situations that arise affecting its safety, health and welfare, and take any necessary precautions to eliminate such situations.

## 3. **THE TOWN CLERK'S RESPONSIBILITIES**

- 3.1 Under the Health & Safety at Work Act the Town Clerk has overall and final responsibility for Health & Safety.
- 3.2 In particular he will ensure that:
  - Redruth Town Council's safety, health and welfare policy in the work area is implemented effectively.
  - Ensuring that all subordinate staff fulfils their responsibilities in respect of safety, health and welfare.
  - In so far as it is within his/her power, ensure there is adequate staff, funds and materials to meet the safety, health and welfare programme, and that appropriate safe working arrangements are made before work begins.
  - Taking a direct interest in the Council's safety, health and welfare policy/programme and supporting other persons in carrying it out.
  - Ensuring that first aid facilities are available to all employees.
  - Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
  - Ensuring that all liability is covered by Insurance.



- Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme.
- Ensuring that appropriate records are kept including Accident Reporting, and Risk Assessments (COSHH and Manual Handling).
- Shall ensure, to the best of his/her ability that the Safety Co-ordinators and employees are kept up to date with current Health and Safety legislation and best practice.
- Shall ensure that the quality of Health and Safety Training is of a high degree for the purpose for which it is intended and relevant to the organisation and the employees.
- Shall ensure that on regular basis, emergency procedures and drills are carried out at the premises.

3.3 The Council will ensure that suitable training is provided so that this role is effectively discharged.

3.4 The Town Clerk, or the Facilities and Contracts Manager in the absence of the Town Clerk, will have a general duty of care for the staff and the responsibility for ensuring Redruth Town Council's Health and Safety policy and procedures are effectively implemented.

This will include:

- Registering Work Equipment such as ladders, hoists, pressure vessels, local exhausts ventilation etc., and ensuring those statutory inspections are carried out by competent people;
  - Ensuring all staff receive induction training at the start of employment and appropriate training, information and instruction relevant to their duties;
  - Regularly reviewing training requirements and arranging training as necessary;
  - Ensuring that Risk Assessments and safe working practices are reviewed regularly and updated as necessary;
  - Ensuring that safety inspections are undertaken monthly and that defects are promptly rectified;
  - Encouraging consultation and staff input on matters relating to health, safety and welfare where appropriate;
  - Ensuring that all accidents are promptly reported and investigated;
  - Arranging the distribution of Health and Safety information; and
  - Ensure that COSHH assessments are completed and reviewed as necessary.
- 3.5 As Fire Officer, the Town Clerk, with due regard to advice from a Fire Safety Consultant, if appropriate, will:
- Ensure compliance with the Regulatory Reform (Fire Safety) Order 2005;
  - Ensure that the correct fire-fighting equipment is available and maintained at Redruth Town Council premises;
  - Ensure that Fire Safety Manuals are prepared and maintained for The Chambers and the Grounds Staff Compound and the appointment of Fire Wardens as appropriate;
  - Ensure compliance with fire certificates, test alarms, undertake fire drills, inspect and arrange maintenance of equipment, provide fire awareness training to staff; and
  - Ensure implementation of the fire section of the Safety Policy throughout Redruth Town Council.

3.6 Where additional advice is required this will be obtained from appropriate external agencies including the Health and Safety Executive, British Safety Council, the Council's Insurers and Fire Safety Consultant.

### 3.7 **GENERAL SAFETY RESPONSIBILITIES OF SAFETY CO-ORDINATORS**

Safety Co-ordinators have a general duty of care for the staff under their control and the responsibility for ensuring the Health and Safety Policy arrangements are effectively implemented within Redruth Town Council. Their attitudes and actions will affect the safety ethos of the whole Council.

This will ensure that Statutory Risk Assessments e.g. as required by:

- The Control of Substances Hazardous to Health Regulations 2002;
- The Display Screen Equipment Regulations 2002;
- The Manual Handling (Operations) Regulations 2004;
- The Noise at Work Regulations 2005;
- The Regulatory Reform (Fire Safety) Order 2005; and
- General Risk Assessments as required by the Management of Health and Safety at Work Regulations 1999 are carried out and the content communicated to any staff affected.

In addition Safety Co-ordinators will ensure that:

- Statutory Risk Assessments are reviewed as necessary;
- Significant risks in the workplace are adequately controlled before starting work;
- Safe working practices are reviewed regularly and updated as necessary;
- All accidents are promptly reported, recorded and investigated;
- Input is given to the Amenities Committee on matters relating to health, safety and welfare;
- Their departmental areas are kept tidy and safe;
- Regular inspections of the storage use and maintenance of Personal Protection Equipment are carried out;
- Adequate supervision is given to operations involving significant risk e.g. abnormal lifting operations; and
- Such information, instruction, training and supervision as is necessary is provided.

3.8 In addition to the above, Safety Co-ordinators will ensure that so far as is reasonably practicable:

- The use, handling, storage and transport of articles and substances are safe and without risks to health;
- Flammable liquids are stored in metal cupboards or lockers;
- Flammable materials are kept to a minimum;
- Employees and pedestrians are separated from traffic movements;
- Adequate machinery guarding is in place and used;
- Equipment is stacked safely and remains accessible; and
- Machinery has sufficient space around it for cleaning.

### 3.9 **EMPLOYEES**

No health and safety programme can be successful without full co-operation and participation of employees and arrangements are in place to provide for employees to be consulted on matters of Health and Safety.

Employees are encouraged to put forward ideas and suggestions to improve the Health and Safety performance. Suggestions should be made to the Town Clerk.

Employees have a legal duty to take reasonable care for their own health and safety and that of others that may be affected by their acts or omissions. They also have a legal duty to co-operate with their employer on matters of Health and Safety, and a duty not to interfere with or misuse anything provided in the interests of health safety or welfare.

3.10 Employees will ensure that they:

- Work in accordance with the training and instructions given;
- Follow the safety arrangements and procedures established for their work activities and comply with any steps taken by their Line Manager/Supervisors;
- Make use of all safety equipment, guards and Personal Protective Equipment (PPE) provided;
- Advise Line Managers of any deficiencies in the health and safety arrangements that come to their attention, including faults or defects in machinery, PPE, guards and other control measures. Staff should cease using machinery which is unsafe and advise their Line Manager or get it repaired;
- Bring to the attention of their Line Manager any issues of work related illness that they feel is having an effect on them, including when they are experiencing increased levels of pressure; and
- Accept opportunities for counselling and/or advice from an Occupational Health advisor when recommended.

In this way employees can play their part in making the workplace healthier and safer for themselves and their colleagues.

3.11 Breaches of the safety rules or interfering with safety equipment will be treated as a serious disciplinary offence.

#### 4. **OTHER PEOPLE WORKING ON, OR VISITING THE PREMISES**

4.1 Under the Act people working on, or visiting the Council's premises have responsibilities as follows:

- Shall observe the Council's Safety Rules and any instructions given to them in writing or verbally by the member of Management in charge of the work being undertaken.
- Shall not work on the premise until relevant safety rules are read, understood and accepted.
- Shall not work on premises until covered by Insurance against risk.
- Shall make themselves familiar with the emergency evacuation procedure in the event of fire.
- Contractors shall be asked for a copy of their own Safety Policy and for details of how the work will be carried out.
- Visitors to our premises must be accompanied at all times by a member of staff who will take responsibility for them during the visit.

## RISK ASSESSMENTS AND PROCEDURE NOTES

5. **GENERIC RISK ASSESSMENTS AND PROCEDURE NOTES**

5.1 Generic Risk Assessments and Procedure Notes to this Policy are held separately in the Town Clerk's office.

<b>Title</b>
<b><i>PROCEDURE NOTES</i></b>
Health & Safety Rules
Visitors Rules
Contractors Rules
Safe Working Procedures
<b><i>RISK ASSESSMENTS</i></b>
<b><i>General</i></b>
First Aid
Lone Working
Manual Handling
Town Festivals
Stress
<b><i>Building</i></b>
Building – General
Cleaning Duties
Contractors
Display Screen Equipment
Fire
Offices
Public Conveniences
<b><i>Grounds</i></b>
Bus Shelter Maintenance
Chainsaw Operations
Hedge Trimming
Ladders & Step ladders
Leaf Blowing
Litter Picking
Mowing
Outdoor Working
Spraying & Storage of Pesticides
Strawberry Fields
Strimming Operations
Tree Maintenance
Vehicles (Use of)
Working at Height