

Health and Safety Policy

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

LYMINGTON AND PENNINGTON TOWN COUNCIL

Health and Safety General Policy Statement

Lymington and Pennington Town Council recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work; having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Signature Date .

Position

Health and Safety Management Responsibilities

The Town Clerk has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Lymington and Pennington Town Council

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements set out later in this policy document.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Town Clerk has overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

Lymington and Pennington Town Council

Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.

Key

T C - Town Clerk

P M - Parks Manager

DPM - Deputy Parks Manager

O M - Office Manager

Safety arrangements	TC	PM	DPM	OM
Managing Safety & Health at Work	✓	✓	✓	
Accident, Incident, Ill Health Reporting and Investigation	✓	✓	✓	✓
Workplace H&S Consultation - Trade Union	✓			
Workplace H&S Consultation - One-to-one	✓	✓	✓	✓
Risk Assessment and Hazard Reporting	✓	✓	✓	✓
Occupational Health and Health Surveillance				✓
Substance & Alcohol Abuse		✓		✓
Purchasing				✓
New and Expectant Mothers				✓
Employing Children & Young Persons		✓	✓	✓
Lone Working		✓	✓	✓
Health & Safety Training	✓	✓	✓	✓
Health & Safety of Visitors	✓	✓	✓	✓
Personal Protective Equipment		✓	✓	
Home Working	✓			
Employing Agency and Temporary Staff				✓
Safe Systems of Work		✓	✓	
Action on Enforcing Authority Reports	✓	✓	✓	✓
Equality and Disability Discrimination Compliance	✓	✓	✓	✓
H&S Information for Employees		✓	✓	✓
Fire Safety - Arrangements and Procedures	✓	✓	✓	✓
First Aid	✓	✓	✓	✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment		✓		✓
Housekeeping and Cleaning		✓		✓
Pest Control		✓		✓
Building Services		✓		✓
The Control of Hazardous & Non Hazardous Waste		✓	✓	
Access, Egress, Stairs & Floors	✓	✓	✓	✓
Windows, Glass & Glazing in the Workplace		✓	✓	✓
Workplace Signs		✓	✓	✓

Safety arrangements	TC	PM	DPM	OM
Working in the Open Air		✓	✓	
Site Work	✓	✓		
Working in the Sun		✓	✓	
Electrical Safety		✓	✓	✓
The Provision, Use & Maintenance of Work Equipment		✓	✓	✓
Hand Tools		✓	✓	
Office Equipment		✓		✓
Storage of Chemical Substances & Agents		✓	✓	
Control of Flammable Liquids		✓	✓	
Slips, Trips & Falls		✓	✓	✓
Special Events	✓	✓	✓	✓
The Provision & Use of Machinery		✓	✓	
The Safe Use of Machinery		✓	✓	
Abrasive Wheels		✓	✓	
Compressed Air Equipment		✓	✓	
Lifting Equipment & Lifting Operations		✓	✓	
Work at Height		✓	✓	
Permits to Work		✓	✓	
Hot Work		✓	✓	
Work in Confined Spaces		✓	✓	
Welding & Flame Cutting		✓	✓	
Workplace Transport & Pedestrian Control		✓	✓	✓
Battery Charging and Use		✓	✓	
Occupational Road Safety	✓	✓	✓	✓
The Prevention of Sharps and Needlestick Injuries	✓	✓	✓	
Water Hazards	✓	✓	✓	
Safety Harnesses, Lanyards & Fall Arrest Equipment		✓	✓	
Hand Arm Vibration		✓	✓	
Whole Body Vibration		✓	✓	
Zoonoses	✓	✓	✓	
Working Time, Night Work and Shift Working				✓
Work Related Upper Limb Disorders WRULD		✓	✓	
Leptospirosis		✓	✓	
Manual Handling		✓	✓	✓
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓	✓	
Legionella Control		✓		✓
Use of Chemical Agents & Substances		✓	✓	✓
Asbestos at Work-ACMs Present & Off Site Risk		✓	✓	
Asbestos at Work-ACMs Present & No Off Site Risk		✓	✓	
Asbestos at Work-Survey No ACMs & Off Site Risk		✓	✓	

Safety arrangements	TC	PM	DPM	OM
Asbestos at Work-Survey No ACMs & No Off Site Risk		✓	✓	
Asbestos at Work-No Survey & Off Site Risk		✓	✓	
Asbestos at Work-No Survey & No Off Site Risk		✓	✓	
Asbestos at Work - No Premises & Off-Site Risk		✓	✓	
Control of Noise at Work		✓	✓	
Stress in the Workplace	✓			✓
Aggression & Violence in the Workplace	✓	✓	✓	✓
Occupational Asthma		✓	✓	
Dermatitis		✓	✓	
Swimming Pools	✓	✓	✓	
Playgrounds		✓	✓	
Work with Children		✓	✓	
Educational Visits		✓	✓	
Schools & Nurseries		✓	✓	
Skate Parks		✓	✓	
Contractor Control & Management	✓	✓	✓	✓
CDM - Client	✓	✓		✓

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved. This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK)'.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996

- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 2002
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

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