



Waltham Abbey Town Council

Health and Safety Policy

Adopted/ Reviewed	Date for Review	Minute Reference
September 2021	September 2022	

1. Background

1.1 The law ¹stipulates that employers are responsible for health and safety management. It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this. Waltham Abbey Town Council is committed to high standards of health, safety and wellbeing in relation to employees, councillors, contractors, volunteers and users of the Council's sites and buildings. Health and safety is the responsibility of everyone. The Council is committed to:

- providing a safe and healthy working environment with adequate control of health and safety risks arising out of the Council activities.
- putting in place effective local organisation to implement the policy.
- consulting with employees on matters affecting their health and safety.
- ensuring there is effective communication throughout all departments on health and safety matters.
- providing information, instruction and supervision.
- providing and maintaining safe work equipment including PPE.
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities and the provision of adequate training and development.
- obtaining competent advice when it is not available within the Council.
- ensuring risk assessments are undertaken and the necessary controls implemented.
- the effective management of contractors.
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy.

2. Responsibilities

2.2 The Councillors

On behalf of Waltham Abbey Town Council, Councillors are responsible for ensuring this policy is being implemented and reviewed.

2.3 The Town Clerk

The Town Clerk is responsible for the overall implementation of this policy. This includes the day-to-day responsibility for ensuring there are safe working and operating practices for all employees, councillors, visitors, volunteers,

¹ Health and Safety at Work Act 1974

contractors and any other persons using Council facilities.

The Town Clerk will:

- have an overview and take responsibility for all aspects of health, safety and wellbeing policy and practice.
- ensure that there is adequate Personal Protective Equipment (PPE) for staff to work safely.
- maintain a level of competence and understanding of health and safety legislation, including obtaining relevant qualification (e.g. IOSH Managing Safely or equivalent)
- nominate a manager as health and safety coordinator.
- ensure all employees and volunteers and stakeholder meet their health and safety responsibilities.
- hold managers accountable for their health and safety responsibilities.
- ensure the arrangements for consultation with staff are implemented.
- ensure there is effective communication of health and safety matters.
- ensure requirements with competence are met including attending relevant training.
- ensure health and safety standards and procedures are implemented .
- ensure risk assessments are carried out and reviewed.
- identify if risk assessments are required in relation to specific individuals (e.g. stress risk assessments, staff returning from extended sick leave, personal emergency evacuation plans etc.).
- ensure that relevant health and safety information is shared with employees at the point of induction and at regular intervals as required.
- maintain a central database of health and safety procedures and other relevant information such as risk assessments and permits to work.

The Town Clerk is responsible for ensuring that health and safety monitoring is undertaken, including:

- a. effective incident reporting and investigation;
- b. inspections of specific equipment and premises (including Legionella testing, fire risk assessments, COSHH and PAT testing);
- c. undertaking regular inspections with Parks and Facilities Manager;
- d. ensuring issues regarding health and safety are discussed in staff appraisals including identification of training needs where appropriate;
- e. ensuring all council reports include health and safety implications where applicable;
- f. make recommendations to Council in relation to health and safety concerns, issues and improvements.

2.4 The Management Team (Parks Manager, Facilities Manager, Officer Manager, Deputy Town Clerk)

The Management Team will support the Town Clerk with regards to the overall management of health and safety across all departments. This includes:

- providing leadership by ensuring health and safety is considered as part of

- every decision;
- communicating with the Town Clerk about any health and safety issues;
- developing strategic health and safety initiatives;
- support the overall implementation of the Council's Health and Safety Policy in all areas and contributing to health and safety reports;
- requesting and checking insurance details and approve risk assessments and method statements;
- issuing permits to work;
- ensuring all documentation is kept in the central database;
- ensuring that staff follow health and safety guidelines and addressing non-compliance through disciplinary procedures as necessary.

2.5 Health and Safety Coordinator (currently Deputy Town Clerk)

The Health and Safety Coordinator is responsible for the coordination of health and safety throughout the Council on behalf of the Town Clerk.

Responsibilities include:

- maintaining a level of competence and understanding of health and safety legislation, including obtaining relevant qualification;
- cooperating with the Town Clerk by supporting the co-ordination of all aspects of health and safety and well-being policy and practice, including;
- liaising with employees as required.
- sharing health and safety information.
- monitoring and overseeing accident reporting procedures.
- coordinating emergency evacuation procedures.
- ensuring that health and safety matters raised by staff are dealt with.
- supporting implementation of the policy by:
 - a. raising any operational issues with the Town Clerk,
 - b. cooperating with others to ensure that incidents are recorded and investigated,
 - c. reporting 'reportable' incidents to the Health and Safety Executive,
 - d. reporting health and safety issues that cannot be resolved to the Town Clerk,
 - e. liaising with external organisations relevant to health and safety.

2.6 Facilities Manager

The Facilities Manager has specific delegated duties relating to buildings compliance. These include ensuring that the following is in place across all Council premises (depending on the detail of specific leases):

- Emergency lighting testing
- Electrical condition testing
- Security alarm testing
- Fire extinguisher servicing

- Fire alarm testing
- Gas boiler inspection and servicing
- Fire risk assessments
- Air conditioner servicing
- CCTV servicing
- Security shutter servicing
- Asbestos monitoring
- Water temperature testing and flushing through of little-used outlets
- Water sampling
- Monthly site inspections
- Descaling of shower heads and taps
- Appropriate collection of clinical and general waste
- Portable Appliance testing
- Management of contractors on the premises (engaged by Facilities Manager) including requesting and checking insurance details, risk assessments, method statements and permits to work for all contractors
- Ensuring that all relevant documents are included in the central database

2.7 Parks Manager

The Parks Manager has specific delegated duties relating to grounds maintenance and management. This includes:

- Maintenance and management of vehicles and machinery
- Safety checks and inspections of parks and play areas
- Ensuring grounds staff wear appropriate PPE
- Ensuring grounds staff have adequate training to operate machinery and for dealing with chemicals
- Ensuring staff are aware of COSHH regulations and undertaking COSHH assessments for areas of responsibility
- Keeping updated on current laws and legislation relating to the management of grounds, pitches and public play areas
- Management of contractors (engaged by Parks Manager) including requesting and checking insurance details, risk assessments, method statements and permits to work for all contractors
- Ensuring that all relevant documents are included in the central database

2.8 All employees (including management, staff, casual staff and volunteers)

All employees and volunteers are responsible for:

- taking care of their own health and safety and the health and safety of others affected by their actions.
- fully co-operating by following the Council's safe working procedures and meeting responsibilities laid down in this policy.

- reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager and/or the health and safety coordinator.
- undertaking any health and safety training/development identified as necessary.
- using work equipment (including PPE) in accordance with safe working procedures.
- following instructions.
- Not misusing equipment and only using equipment for the correct purpose.
- reading and understanding risk assessments as necessary.
- reporting health and safety incidents, and near misses, in accordance with reporting procedures.
- carry out checks to first aid boxes where this is a delegated responsibility.

3. First Aid and Accident Reporting

Waltham Abbey Town Council provides equipment and resources for enabling first-aid to be rendered to employees if they are injured or become ill at work.

All accidents occurring on council premises to staff must be recorded on an accident form and signed by the injured person. If an accident occurs on Council premises to a member of the public and reported to a member of staff, that staff member must record this on an accident form as above. This should be completed by the injured person or the staff member to whom this has been reported. All accidents must be referred to the Town Clerk and the Health and Safety Coordinator.

Any accidents to members of the public who are taken direct to hospital must be reported according to RIDDOR ² regulations.

Useful links

Employers guide - <https://www.hse.gov.uk/workers/employers.htm>

Reporting accidents at work - <https://www.hse.gov.uk/pubns/indg453.pdf>

Risk assessments <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

² The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013