

THRAPSTON TOWN COUNCIL

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HEALTH & SAFETY POLICY

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THRAPSTON TOWN COUNCIL

1. General statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the Town Council's activities change in nature and size. To ensure this, the policy and the way in which it is operated, will be reviewed every year by the Town Council. Although risk assessment is a continuing process, it shall form part of the Town Council's annual review.

2. Responsibilities

Overall and final responsibility for health and safety in the Town Council and for compliance with the Health and Safety at Work Regulations made under the Act is that of the Town Council. The Clerk is responsible for this policy being carried out at all the Town Council's premises and the Assistant Clerk will be responsible as his/her deputy.

The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Clerk / Assistant Clerk	Town Council Offices	
Clerk / Facilities Manager	Cemetery	
Clerk / Facilities Manager	All opens spaces adopted by the Town Council	
Clerk / Assistant Clerk / Facilities Manager	Plaza Community Centre	

All employees have the responsibility to co-operate with the supervisor to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or supervisor notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

Consultation between management and employees is provided by immediate day to day discussion with the Clerk.

An Accident Record Book is kept in the Town Council Offices for recording of accidents for staff and residents occurring in the office or on any land owned by the Town Council. A separate book is kept in the ticket office of the Plaza for accidents occurring to employees, residents, customers or contractors in and around the Plaza building.

3. First aid

A First Aid box is located in the kitchen at the Town Council Office and in the kitchen at the Plaza. The appointed person responsible for the First Aid box is the Clerk who will ensure that the contents are replenished and are HSE compliant.

4. Fire safety

The Clerk, Assistant Clerk, Events Co-ordinator or Administrator shall visually inspect the fire extinguishers monthly in the Town Council office.

The Facilities Manager, Facilities Assistant or Caretaker shall visually inspect the fire extinguishers monthly in the Plaza. Fire extinguishers shall be maintained annually.

5. Assembly point on evacuation of the Plaza is the Library carpark

The Administrator shall test the fire alarm system at the Town Council office weekly. A fire drill shall be held annually at the Town Council office. Annual electrical certificates shall be obtained on all Council occupied premises.

Fire exits shall be kept free from obstructions.

Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

Assembly point on evacuation of the Town Council office is Coronation Gardens

6. Training

The Clerk has overall responsibility for training.

7. Specific policies

Policies for particular premises and activities are attached as Appendices as follows:

- Appendix 1: Town Council Office
- Appendix 2: Grounds Maintenance
- Appendix 3: Plaza

8. Employment of contractors

The notes to be given to contractors are attached at Appendix 2.

9 Reporting and recording accidents

All accidents must be reported to the Clerk and should be recorded by the member of staff informed of them at the time of occurrence in the relevant Accident Record Book.

10. Smoking

Smoking is not allowed in any of the Town Council owned buildings.

The Town Council reserves the right to amend and update this policy from time to time.

Adopted by the Town Council
23rd June 2020

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Chairman

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Clerk

TOWN COUNCIL OFFICE

Heating, lighting and ventilation

- Temperature must reach a minimum of 16°C after the first hour of working time and be maintained between 16°C and 22°C throughout the working day.
- Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

Electrical equipment

- All electrical equipment shall be inspected in accordance with current Regulations.
- Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess seek, qualified advice.
- Only electrical equipment provided by the Town Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use and plug tops removed from sockets overnight and at weekends.
- Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

Furniture, fittings and equipment

- Individuals must not move heavy equipment and furniture.
- Office equipment, whether manually or electrically operated, must not be used by unauthorised or untrained personnel.
- Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinets and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs; particularly those fitted with castors and this should be avoided at all times.

Kitchen & toilets

- The kitchen door must be kept shut at all times.
- The boiler must be maintained on a regular basis and receive an annual inspection.
- All taps must show the hot water warning.
- Cups and mugs provided by the Town Council must be inspected regularly.
- All cleaning materials must be stored in a lockable cupboard.
- Only those who have received the appropriate training in the handling of substances hazardous to health may use such materials.

Fire precautions

- All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- Exits must be kept clear at all times.
- Flammable materials must not be stored, even for a temporary period, in the offices, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- Waste paper bins must be emptied regularly and not be allowed to overflow onto the floor.

GROUNDS MAINTENANCE

- Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may operate such machinery and equipment.
- All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames or smoking is allowed in the vicinity of a fuel tank or storage can.
- Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- Appropriate PPE (Personal Protective Equipment) such as gloves and overalls, face masks and boots must be used when operating machinery and chemicals including herbicides and pesticides.
- Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- Pathways on Council owned premises shall be inspected annually.

PLAZA COMMUNITY CENTRE

All personnel have the responsibility to co-operate with the Town Council's Health & Safety Policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All personnel should use the handrail when using the staircase.

Heating, lighting and ventilation

- Temperature must reach a minimum of 13°C after the first hour of working or hire time and be maintained between 13°C and 22°C throughout the working or hire period.
- Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.

Electrical equipment

- All electrical equipment shall be inspected in accordance with current Regulations.
- Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- Electrical equipment provided by the Hirer must comply with current Regulations and must receive an annual PAT test. All mains should be switched off when not in use.
- Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

Furniture, fittings and equipment

- Individuals must not move heavy equipment and furniture. Caretaking staff must be trained in manual handling.
- Tables, chairs and other mobile equipment must be regularly inspected for signs of wear and tear or damage and appropriate records kept in the Town Council office.

Kitchen & toilets

- The boiler must be maintained on a regular basis and receive an annual inspection.
- All taps must show the hot water warning.
- Cups and mugs and crockery provided by the Town Council must be inspected regularly.
- All cleaning materials must be stored in a lockable cupboard.
- Only those who have received the appropriate training in the handling of substances hazardous to health may use such materials.

Fire precautions

- All staff must be fully conversant with the "Fire Alert" system displayed in the building.
- Staff opening the building to hirers must make sure they go through the Plaza hirer checklist, highlighting the safety information contained therein.
- Exits must be kept clear at all times.
- Flammable materials must not be stored, even for a temporary period, in the offices, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".