

# Witney Town Council

Town Hall  
Market Square  
Witney  
Oxfordshire  
OX28 6AG



**WITNEY**  
TOWN COUNCIL

## Health & Safety Policy Statement

Issue Date: April 2023

Version: 2.0

Document owner: Mark Lewis – Head of Estates and Operations

Revisions: March 2026

## Contents

<b>Health &amp; Safety Policy Statement</b> .....	<b>1</b>
Witney Town Council Health and Safety Policy Statement .....	6
Organisational Structure for Health and Safety.....	8
Scope of this Policy .....	9
Part 1 Health & Safety Responsibilities .....	10
Responsibilities of the Town Clerk & Council Members.....	10
Responsibilities of the Heads of Department/Managers .....	10
Responsibilities of Supervisors/Foremen .....	10
Responsibilities of employees.....	11
Responsibilities of Volunteers.....	12
Responsibilities of Safety Representatives .....	12
Responsibilities of the Health & Safety Coordinator .....	12
Responsibilities of Health & Safety Advisor .....	13
Part 2 Health & Safety Arrangements .....	14
2.1.0 General Health & Safety Guidelines.....	14
2.2.0 Access & Egress.....	14
2.3.0 Accident Investigation & Reporting .....	15
2.3.1 Accident Procedure.....	15
2.4.0 Asbestos .....	15
2.4.1 If you discover or encounter asbestos.....	16
2.5.0 Heating and Hot Water Appliances.....	16
2.6.0 Open Spaces & Witney Town Council Buildings .....	16
2.6.1 Off site working.....	16
2.6.2 Lone working when visiting Witney Town Council owned buildings.....	17
2.7.0 Communication & Consultation.....	17
2.9.0 Co-operation & Care .....	17
2.10.0 COSHH Precautions.....	18
2.10.1 Substances hazardous to health .....	18
2.11.0 Driving.....	18
2.11.1 Use of mobile phones while driving.....	19
2.12.0 Electrical Appliances .....	19
2.13.0 Fire Safety & Emergencies .....	20

## Appendix 2

2.13.1 Controlling fire risk.....	20
2.13.2 Evacuation of disabled employees & visitors .....	20
2.13.3 Evacuation of members of the public, visitors and contactors .....	20
2.13.4 Fire Safety Officer .....	20
2.13.5 General fire procedures .....	21
Fire alarm .....	21
Fire detection equipment .....	21
Fire doors .....	21
Fire drills.....	21
Fire escape routes & exits.....	21
Firefighting equipment .....	21
2.13.6 Other emergency procedures.....	22
Discovery of explosives, bombs, suspicious packets .....	22
2.14.0 End of Day Safety .....	22
2.15.0 First-Aid.....	22
2.15.1 First-aid boxes .....	23
2.16.0 Housekeeping.....	24
2.17.0 Hygiene & Health Conditions.....	24
2.18.0 Inspections in the Workplace.....	24
2.19.0 Ladders.....	24
2.20.0 Legionella .....	25
2.21.0 Lone Working .....	25
2.22.0 Manual Handling Operations.....	26
2.23.0 New & Expectant Mothers.....	26
2.24.0 Office Safety.....	26
2.24.1 Display screen equipment (DSE) workstations .....	27
2.24.2 Equipment.....	28
2.24.3 Filing cabinets .....	28
2.24.4 Home working.....	28
2.24.5 Storage & work at height .....	28
2.25.0 Personal Protective Equipment (PPE).....	29
2.25.1 Safety footwear – office.....	29
2.27.0 Security .....	29
2.28.0 Sharps.....	29

## Appendix 2

2.29.0 Smoking.....	30
Smoke free policy.....	30
Implementation .....	30
Non-compliance .....	30
2.29.1 Help to stop smoking .....	30
2.30.0 Stress.....	30
2.31.0 Temporary Workers .....	31
2.32.0 Tools & Equipment.....	31
2.33.0 Training .....	31
2.34.0 Vehicles, Plant & Machinery .....	31
2.35.0 Work Equipment .....	32
Part 3 - Grounds and Building Maintenance Health & Safety Arrangement .....	32
3.0 Risk assessments .....	32
3.3 Undertaking Specialist Tasks.....	33
3.4 Ladders.....	33
3.5 Sharp Objects .....	33
3.6 Off-Site Working.....	34
3.7 Method Statements .....	34
3.8 Permits to Work.....	34
3.10 Working Outdoors.....	34
3.11 Working by Traffic.....	34
3.12 Working by Water .....	34
3.13 Working Under Trees .....	34
3.14 Asbestos .....	35
3.15 Pesticides .....	35
3.16 Leptospirosis (Weil's Disease).....	35
Legionnaires' Disease.....	35
3.17 Security .....	35
3.18 Reducing Fire Risk Off-site .....	35
3.19 Tools Equipment and Machinery .....	36
3.20 Personal Protective Equipment Regulations.....	36
3.21 Working at height .....	37
3.22 Hot Work.....	37
3.23 Gas.....	38

**Appendix 2**

3.24 Live Services .....	38
3.25 Safe Access/Egress .....	38
3.26 Lone Working when Visiting Public Buildings/Working in Public Places .....	38
3.27 General Procedures .....	39
3.28 Monitoring .....	40
Part 4 - Council Run Events .....	40
Part 5 - Managing Contractors .....	41
Part 6 – Environmental Policy .....	43
APPENDIX 1 .....	44



## Witney Town Council Health and Safety Policy Statement

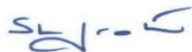
It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

The overall objective of our Health and Safety Policy and management system is to minimise the number of instances of occupational accidents and illnesses and ultimately to reduce them to zero. We endeavour to do all that is reasonably practicable to ensure the health and safety of our employees. However, health and safety at work is the responsibility of each and every individual associated with our business and all employees are required to be constantly vigilant and concerned for the welfare of themselves and others.

It is the duty of each employee to take reasonable care of his or her own safety and welfare and to report any situation, which may pose a threat to the wellbeing of themselves or any other person. Hazards in the workplace must be reported as a matter of routine and no member of staff will be penalised for complaining to management or a designated Safety Officer if hazards are not addressed in a timely manner. It is every workers' responsibility to report immediately any situation that could endanger the wellbeing of themselves or others and to ensure that the reporting of injuries sustained by a person at work, however small, never goes unrecorded. Accident records are crucial to the effective monitoring and revision of our policy and must therefore be accurate and detailed.

Witney Town Council believes that the success of our Health and Safety Policy can only be achieved through the cooperation of all personnel. Experienced employees must support and assist inexperienced and young employees by not allowing them to unknowingly put their health and safety at risk. An inexperienced, untrained or young worker must not attempt to do hazardous work if they do not feel competent or have not been trained for that work. If any inexperienced or untrained worker is in any doubt about his or her competence in carrying out a work activity they must immediately stop doing the work and inform their supervisor or Safety Officer. Employees will be provided with the required equipment, information, training and supervision required to do their job in accordance with our Health and Safety Policy.

Witney Town Council Health and Safety Policy is regularly monitored and improvements to the Policy will be implemented as necessary. We invite all employees to put forward suggestions for improvements regarding the Health and Safety Policy either informally or in writing directly to the designated Safety Officer.

Name	Position	Signature	Date
Sharon Groth	Town Clerk/CEO		13.04.26

## Appendix 2

**The person responsible for the overall Health and Safety Policy at Witney Town Council is:**

Name	Position	Address for correspondence
Sharon Groth	Town Clerk	Town Hall, Market Square, Witney, Oxfordshire OX28 6AG

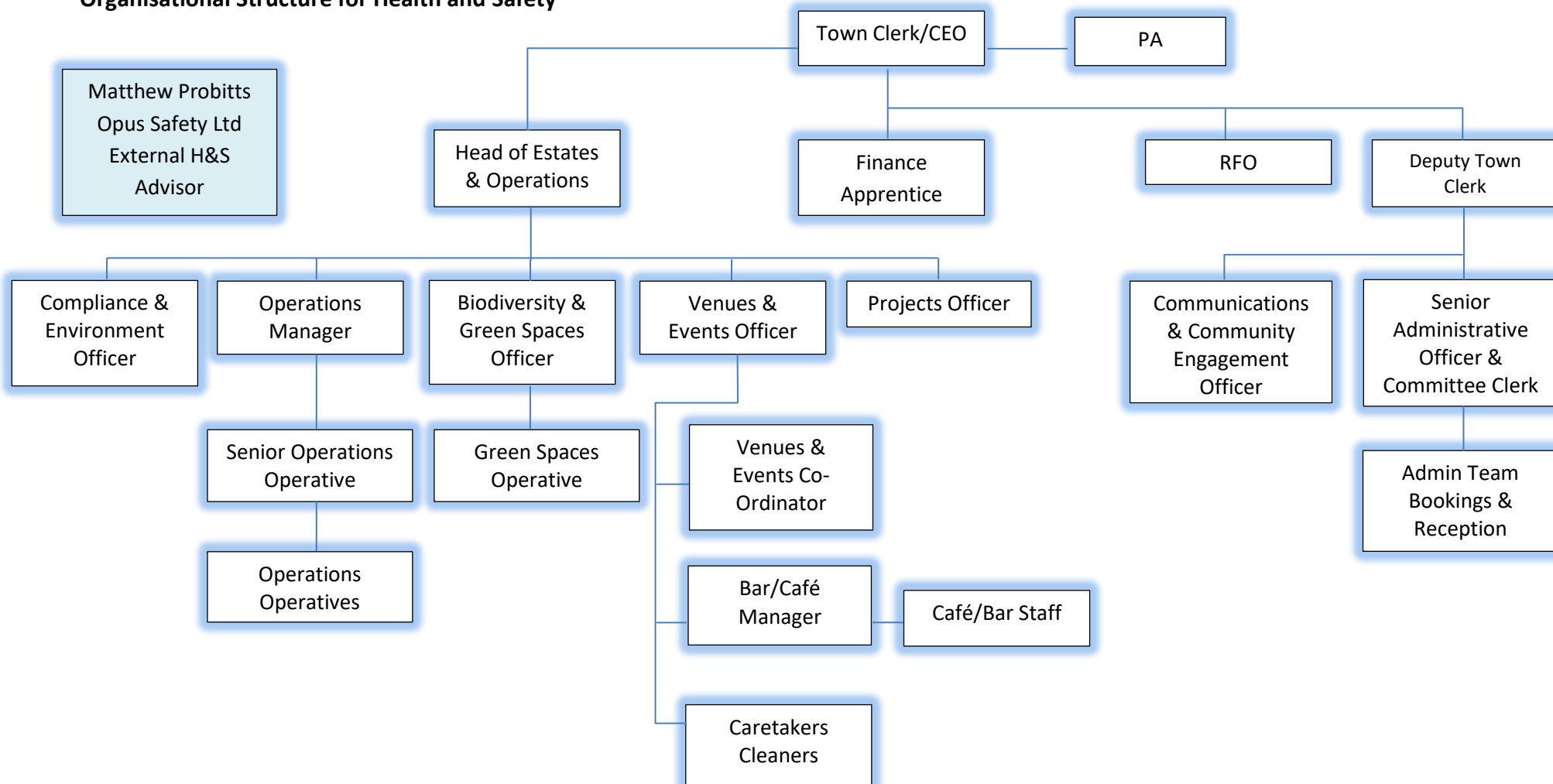
**The Designated Health & Safety Coordinator is:**

Name	Position	Address for correspondence
Mark Lewis	Head of Estates and Operations	Town Hall, Market Square, Witney, Oxfordshire OX28 6AG

**The Appointed Health & Safety Competent Person is:**

Name	Position	Address for correspondence
Matthew Probitts	H&S Advisor	Opus Safety Ltd. 1 <sup>st</sup> Floor, 2 Chamberlin Square, Birmingham B3 3AX

### Organisational Structure for Health and Safety



## Scope of this Policy

This policy describes the Health and Safety Management System for Witney Town Council

### **Part 1 Health & Safety Responsibilities**

Town Clerk & Council Members  
Foreman & Supervisors  
Employees & Volunteers  
Safety Representatives  
Health & Safety Coordinator  
Health & Safety Advisor

### **Part 2 General Employee & Office Health & Safety Arrangements**

### **Part 3 Grounds & Building Maintenance Health & Safety Arrangements**

### **Part 4 Council Run Events**

### **Part 5 Managing Contractors**

### **Part 6 Environmental Policy**

### **Appendix 1 Health, Welfare & Safety Committee & Safety Representatives**

### **Appendix 2 Driving Guide**

### **Appendix 3 Mental Health & Wellbeing**

### **Appendix 4 Volunteering**

### **Appendix 5 Events Policy**

### **Appendix 6 Lone Working Policy**

## Part 1 Health & Safety Responsibilities

### Responsibilities of the Town Clerk & Council Members

The Health & Safety Executive (HSE) says that responsible people must recognise their personal responsibilities and liabilities under health and safety law.

- The Town Clerk and Council Members must accept formally and publicly their collective role in providing health and safety leadership in its organisation.
- Each Council Member needs to accept their individual role in providing health and safety leadership for their organisation.
- Council Members need to ensure that all Council decisions reflect its health and safety intentions, as articulated in the health and safety policy statement.
- Council Members need to recognise their role in engaging the active participation of its workers in improving health and safety.
- Council Members need to ensure that they are kept informed of, and alert to, relevant health and safety risk management issues.

### Responsibilities of the Heads of Department/Managers

These responsibilities apply to those who are authorised by the Council to control to a greater or lesser extent the work and working conditions of other employees.

- They are instrumental in improving the level of safety in their defined work areas, as well as helping to embed a positive Health & Safety culture across the whole business
- Be familiar with the provisions of the regulations and code of practice relating to the functions of safety representatives and co-operate with representatives in the execution of the duties specified in the regulations.
- All employees have familiarised themselves with the fire and emergency procedure and evacuation plan
- Ensuring all employees are aware of the procedure for reporting accidents
- Ensuring that all relevant Health & Safety documentation is kept up to date, and made available to the relevant persons within the business

### Responsibilities of Supervisors/Foremen

These responsibilities apply to those who are authorised by the Council to control to a greater or lesser extent the work and working conditions of other employees. Where control is exercised indirectly through others, duties will need to be delegated; where officers only have partial control of their subordinates' matters requiring action are to be brought to the attention of superiors.

- To be familiar with the Council's Health & Safety Policy, statutory requirements and safe systems of work applicable to the task on which their subordinates are engaged, insisting that such requirements are observed at all times.
- To be familiar with the provision of regulations and codes of practice relating to safety representatives and co-operate with representatives in the execution of the duties specified in the regulations.
- Investigate all accidents to persons or property promptly, to discover the cause and minimise possible recurrence.
- Report to Line Managers any working practice, defective tools or equipment which detracts from the standard of safety covered by the Councils' policy and relevant legislation.

## Appendix 2

- Prevent employees from taking risks and short cuts in working methods. Discourage 'horse play' and take appropriate action where employees fail to consider safety factors.
- Ensure that new employees, particularly trainees and young persons are adequately supervised and trained for tasks allocated.
- Ensure that protective clothing and equipment is issued and available for use where appropriate; that adequate instruction in the use of such equipment is given.
- Ensure that appropriate plant and equipment is operated by a competent person, that defects are reported immediately to a Line Manager and unsafe plant, tools and equipment are not used. Ensure plant and equipment is in a safe secure state when left unattended.
- Wear appropriate protective clothing and equipment and set a personal example in the maintenance of health and safety standards.

### Responsibilities of employees

All employees, irrespective of position or status, have a personal responsibility with regard to Health & Safety as follows:

- To be familiar with the Council's Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.
- Be familiar with the provisions of the regulations and code of practice relating to the functions of safety representatives and co-operate with representatives in the execution of the duties specified in the regulations.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work.
- Take reasonable care of the health and safety of themselves and others, including members of the public, who may be affected by their acts or omissions at work. Co-operate with the Council in carrying out its statutory duties as far as is necessary to enable that duty to be complied with.
- Use the correct tools and equipment for the job, use safety equipment and protective clothing which is issued and made available in accordance with regulations and keep tools, plant and equipment in good condition.
- Not to operate equipment unless the employee is trained and authorised to do so.
- To report to Supervisor/Foreman defects in plant and equipment and ensure that plant and equipment is in a safe and secure state when unattended; report to Supervisors/Foreman incidents, working problems or areas that could lead to injury and co-operate in any investigation of an accident or incident with the object of introducing measures to prevent a recurrence.
- To ensure their work area is kept clean and tidy.
- To report all accidents, injuries, industrial diseases, dangerous occurrences and 'near misses' to their immediate Supervisor/Foreman no matter how trivial.
- Take care of items of health, safety and welfare equipment issued for their use.
- Refrain from 'horse play' and acts which could cause hazards to themselves and others.
- To raise any safety matter with the appropriate person.

NOTE: All employees are encouraged to make suggestions for the improvement of health, safety and welfare, details of which should be submitted through their Supervisor/Foreman.

### Responsibilities of Volunteers

Although volunteers are not employees of the Council, the Council has a duty of care towards them. Thus, they are offered the same health and safety protection and instruction as employees and are, in return, required to comply with the Council's arrangement for health and safety.

### Responsibilities of Safety Representatives

- Immediately report to Management any hazardous conditions coming to his/her notice.
- Co-operate with the Supervisor/Foreman in appropriate accident investigations and plant and workplace inspections.
- Fully familiarise himself/herself with the Council's Safety Policy and subsequent modifications.
- Pass on all health and safety information gained from whatever source to employees whom he/she represents.
- Actively promote safe working practices among fellow employees he/she represents and others.
- Be aware of the correct emergency action to take in the event of an accident or fire.

### Responsibilities of the Health & Safety Coordinator

Witney Town Council's Health and Safety Coordinator has overall responsibility for all health, safety and welfare matters within the organisation. They will ensure that there is an effective policy for health and safety, the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet the policy's requirements.

Key duties will include:

- That responsibility for safety is properly assigned and accepted at all levels.
- That arrangements are made for the provision of suitable and sufficient safety training for all employees.
- That departmental heads are aware of and fulfilling their duties with regard to health & safety standards
- That health and safety monitoring is regularly undertaken.
- That information is obtained from suppliers on the safe use of equipment and materials and that all relevant health and safety information and guidance is provided to employees as required.
- That records of statutory inspections and other appropriate records are kept.
- That records of injuries and work-related diseases are maintained, and that appropriate reporting action is undertaken.
- That appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- That contractors' tenders include adequate provision for safe working.
- That appropriate health and safety arrangements are made with clients and building occupiers.
- The provision of all health and safety documentation.
- The provision of any training including specialised training if required.
- The provision of adequate welfare and first aid
- The action to be taken in the event of fire or other emergency and the provision of suitable fire-fighting equipment.
- The protection of the public.
- To carry out risk assessments of any hazards, which could arise and determine the most appropriate order and method of working and record such assessments. To this end he/she

## Appendix 2

will liaise with employees, clients and building occupiers over health and safety arrangements.

- To ensure all relevant health and safety matters are discussed with prospective clients and liaise with clients and building occupiers over health and safety arrangements.
- To implement health and safety arrangements made with clients or building occupiers and ensure personnel within their control comply with these arrangements.
- To co-ordinate work of contractors and liaise with main contractors where applicable.
- To monitor health and safety procedures to ensure that all directly employed and contractors' employees operate in accordance with any legal requirements and Council policy.
- To acquire, hold and make available where required, information on the potential hazards of articles and substances used by personnel within their control, and to ensure that all necessary COSHH assessments are carried out.
- To ensure that materials are stored safely and that, where appropriate, fire-fighting equipment is readily available.
- To ensure only trained, competent and authorised personnel use equipment and that young or inexperienced workers are properly supervised.
- To take prompt corrective action whenever unsafe acts are noticed or reported to them.
- To ensure that cleanliness, tidiness and all that contributes to 'good housekeeping' is of an acceptable standard.
- To ensure that all accidents are reported and recorded, and that attention given by medical or first aid staff is appropriate.
- To investigate, report and find the cause of all incidents/accidents, including those, which result in only minor injuries, or cause loss or damage with no injury, and to take appropriate remedial action to prevent re-occurrence.

### Responsibilities of Health & Safety Advisor

It will be the Health & Safety Advisor's responsibility to make arrangements for monitoring & auditing the application of the Policy and report the findings to the Management Team. The Health & Safety Consultant is required to:

- Support the implementation of the Council's policy as it affects all employees by assisting the overall organisation to implement systems for ensuring compliance.
- Monitor and audit the implementation of the policy and procedures. Provide advice to ensure that the Council establishes and complies with relevant regulations on safety representation and review matters appertaining to health and safety.
- Ensure the incident investigation procedures are implemented correctly and effectively and there is a positive management reaction to dealing with the elimination of hazards/control of residual risks across the organisation.
- Produce and publish documentation giving information and guidance on matters of Health and Safety including information on approved codes of practice, government and Council statistics and indices and the review of performance, where applicable.
- Encourage regular site safety inspections to be completed, hazard/risks are assessed and prioritised for corrective action and elimination/control on a timely basis.

## Part 2 Health & Safety Arrangements

### 2.1.0 General Health & Safety Guidelines

All personnel must follow the rules and procedures contained in this policy.

- All personnel must immediately report any unsafe practices or conditions in the workplace to their immediate supervisor or the Health & Safety Coordinator.
- Personnel under the influence of alcohol or drugs are prohibited from the workplace.
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties, unless instructed by a senior member of the Company.
- Waste materials, particularly combustible materials and oily rags must be disposed of carefully, and in a way that they do not constitute a fire or other hazards.
- Employees should not undertake a task, which appears to be unsafe to him or her or other personnel.
- Employees will not undertake tasks that require safety training without receiving that training.
- All injuries must be reported to the immediate supervisor of the relevant department and/or the Health & Safety Coordinator.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in guards and safety devices must be reported to the employee's immediate supervisor and/or the Health & Safety Coordinator.
- Only authorised employees are permitted to use chemicals in the workplace.
- Employees must wear suitable clothing and footwear at all times, and personal protective equipment must be worn where appropriate.

Further information on all of the above can be found in the relevant section below.

### 2.2.0 Access & Egress

Being able to move around the workplace without risk of tripping or slipping is essential, walkways and passageways must be kept clear from obstructions including trailing wires, ropes and cables. Where this is not possible suitable signage and segregation will be provided.

- Walkways or passageways that become slippery should be clearly marked with warning signs until the slippery surface has dried or has been removed.
- Changes in the floor elevation of any walkway or passageway must be clearly marked.
- Long or sharp edges to objects stored in or around walkways or passageways must be covered to ensure the prevention of injury to persons.
- Warning signs must be placed as appropriate to indicate any hazard that may injure or obstruct the accessing persons.
- Never store equipment or supplies on stairs or stairways where they can become a trip hazard.
- Use handrails whilst walking up and down stairs.
- Do not run up or down stairs.
- Ensure lighting is sufficient to see step edges.
- Ensure stair treads/noses are in good repair.
- Ensure that you can see where you are going when carrying bulky items.
- All spillages to be mopped up immediately and colleagues to be advised of any slip hazards.

- If stairs are inconsistent with the height highlight the problem with warning signs.
- Thoroughly clean on a regular basis to remove contaminants.
- When cleaning ensure warning signage is used and notify colleagues.
- Report all concerns that you can't immediately fix to the Health & Safety Coordinator.

### 2.3.0 Accident Investigation & Reporting

Witney Town Council will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Health & Safety Coordinator is responsible for reporting under the Regulations. This will entail the Health & Safety Coordinator or other designated personnel making reports, and the cooperation of all relevant personnel involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

We will study the completed report and will attempt to discover why the accident or dangerous occurrence or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the Company will take appropriate professional legal advice.

#### 2.3.1 Accident Procedure

All employees must ensure they report all accidents, personal injuries or 'near misses' and any potentially unsafe items of equipment or working situations. Line Managers and the Health & Safety Coordinator must record ALL ACCIDENTS, no matter how trivial, by completing an Accident Form which can be found in the administration office, first-floor reception, kitchen in the Corn Exchange, Burwell Hall, Works Depot, Cemeteries, and in the P Drive P:\Operations\Compliance\Accidents and Incidents.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR, employees must report to the Health & Safety Coordinator any accident at work which results in personal injury and will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents).

The Health & Safety Coordinator will undertake investigation of accidents and where practicable, will recommend a means of preventing a recurrence. All serious (reportable) accidents will also be investigated by the Health & Safety Coordinator.

#### 2.4.0 Asbestos

Asbestos is the greatest cause of work-related deaths in Great Britain. Around 5,000 people die every year from asbestos-related diseases which typically take decades to develop and cannot be cured.

It is made up of tiny, invisible fibres that can be breathed in or rest on your clothes.

Asbestos was used in many industries and buildings until it was banned in 1999. However, while asbestos continues to be safely removed, much of this material is still in place.

This means people who work in older buildings could still be exposed to asbestos fibres today if asbestos is not managed effectively, and is damaged or disturbed. Buildings constructed after 2000 are unlikely to contain asbestos.

All staff should be aware of the risks related to asbestos and staff or contractors identified that could disturb asbestos must be provided with the asbestos reports so all are aware of locations.

#### **2.4.1 If you discover or encounter asbestos**

If you suspect asbestos or think you have disturbed asbestos based material, STOP WORK, inform the Health & Safety Coordinator and do not recommence this work until further instructions. Make sure your work colleagues are made aware of the hazard of the asbestos.

#### **2.5.0 Heating and Hot Water Appliances**

These should be serviced in accordance with manufacturer's instructions and safety regulations. Gas and oil boilers should be serviced annually with the safety inspection certificates held on file. Carbon monoxide detectors should be installed close by.

#### **2.6.0 Open Spaces & Witney Town Council Buildings**

##### **2.6.1 Off site working**

Where work is carried out in open spaces and buildings belonging to Witney Town Council, it is the responsibility of each employee/volunteer to ensure:

- That the building manager is advised where employees are working, and arrangements have been made to ensure that their work poses no risk to themselves or other employees
- That employees define and create a safe working area
- That employees only carry out work that they are competent and trained to do
- That employees do not put themselves at risk whilst carrying out their duties
- That employees comply with the Witney Town Council's Health & Safety arrangements
- In advance of carrying out any activity, employees should carry out a visual risk assessment and think of practical working arrangements to reduce hazards in the workplace
- That employees keep their working area clean and tidy and that they tidy up and remove waste at the end of each working day

If work is carried out on Witney Town Council premises, employees must be aware that they have the overall legal responsibility for the health and safety of all personnel whether personnel are employees, or members of the public. Therefore, employees must make themselves aware of, and comply with, the health and safety procedures of Witney Town Council. In addition, they must comply with safe working practices contained in this policy and/or any instructions given by any On-Site Health and Safety Officer.

When working on Witney Town Council premises, employees/subcontractors should address any immediate health and safety concerns with the On-Site Safety Officer or Health & Safety Coordinator.

Regardless of where employees work, they are responsible for safe working practices at all times.

At the start of each new planned work, a site-specific Risk Assessment will be carried out on behalf of Witney Town Council. An appointed person will be made responsible for ensuring that employees adhere to the findings of the site-specific Risk Assessment. All workers are required to read and sign

the site-specific Risk Assessment and Method Statement for the work activity. Regular safety inspections will be performed throughout the duration of the contract.

### **2.6.2 Lone working when visiting Witney Town Council owned buildings**

When employees are visiting Witney Town Council owned premises they must:

- Ensure regular contact with your line manager or other designated person and maintain appropriate reporting in systems.
- Be aware that certain areas of towns or cities have a higher risk of violence as does working early in the morning and late at night.
- Do not go into a situation if you feel threatened.
- Adopt an early warning policy to alert colleagues about potentially violent clients or problem areas.
- Carry a means of communication with you, such as a mobile phone.
- If you feel threatened, make your excuses and leave. Be aware of your surroundings and make sure you can leave the premises quickly if you need to.
- Follow the signing in and out procedures operating at client's sites. Failure to do so may make you and your employer liable in the event of an incident.
- Make yourself familiar with first aid arrangements when visiting client sites.
- Follow safety rules in operation at clients' sites, including for example, no access areas and the use of personal protective equipment.
- Raise any safety concerns with the Company's Health and Safety Officer in the first instance.
- All accidents and near misses at Witney Town Council sites must be reported to the Health and Safety Officer.
- Where possible, employees should avoid situations where they are working alone at or in Witney Town Councils' premises. Where this is unavoidable follow the lone working procedure and never put yourself in a position where you are exposed to a high level of risk.
- Ensure that you take regular breaks and avoid excessively long hours.
- Make sure your vehicle is parked in a public, well-lit area, which is easily accessible.
- Avoid remote routes.
- Have your vehicle keys in your hand to avoid searching for them next to your locked vehicle.
- In order to maintain appropriate records of incidents it is essential that all incidents where you feel threatened or unsafe are reported to your line manager.

### **2.7.0 Communication & Consultation**

Witney Town Council will endeavour to ensure that employees are familiar with the contents of Witney Town Councils' Health and Safety Policy and will communicate with employees orally, through supervisors, and in writing. We will consult with employees on all health and safety topics that may impact their work and work environment.

### **2.9.0 Co-operation & Care**

This Health and Safety policy and supporting management system are designed to ensure that we provide and maintain a safe and secure workplace for all of our employees and others affected by our work. Employees are expected to co-operate with the Health & Safety Coordinator 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 in accordance with this policy.

### 2.10.0 COSHH Precautions

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) the following precautions should be taken:

- Handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used.
- Make sure you are familiar with the rules (e.g. COSHH) for using substances always refer to the COSHH assessment.
- Before eating, drinking and smoking ensure that hands are washed.
- Remove lids/stoppers only when the substance is to be used and replace immediately after use.
- Store flammable substances as per manufacturers/suppliers' recommendations.
- Only minimum quantities, required for immediate use, are to be kept in a work area.

### 2.10.1 Substances hazardous to health

Witney Town Council will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended). COSHH risk assessments will be undertaken for all work involving exposure to hazardous substances. The Council will ensure that exposure of workers to hazardous substances is minimised and controlled.

- Employees who may come into contact with hazardous substances will receive training and information on the health and safety issues concerning substances. Employees working with hazardous substances must follow procedures relating to the substances.
- Employees must assume that all substances are hazardous unless known otherwise and you must abide by all the hazard information provided on assessment sheets. If you are in doubt as to the substance or its method of use, ask the Health & Safety Coordinator.
- Substances hazardous to health include natural and artificial substances (including micro-organisms), which can be toxic, harmful, corrosive or irritant to any employees exposed to them.
- In the event of contamination, the employee should find out the substances and its source and, if injury occurs, he/she should contact the First Aider, his/her own doctor or the Local Hospital (Casualty Department) for treatment without delay.

### 2.11.0 Driving

Where staff use their own vehicles. only those with a valid driving license and insurance covering business use may drive on council business.

Driving is a hazardous activity, and you are required to drive in a manner that minimises the risks to you, your passengers, other road users and the general public.

Witney Town Council would like to stress the following points:

- Driving at high speed has been shown to be a contributory factor in accidents. You should allow sufficient time to complete your journey without having to drive too fast. You should never need to exceed speed limits in order to reach your destination on time.
- It is your responsibility to ensure that you do not drive when you are tired or if you have consumed alcohol.
- Council and staff vehicles should be kept in a road worthy condition, check tyre pressures, windscreen fluid, lights, etc. and before setting off check the outside of the vehicle for anything broken or unusual.

Witney Town Council requires you to:

- Advise your line manager of any accidents either privately or on Council business that you are involved in.
- To provide a copy of your driving licence on request.
- To advise the office manager of any driving convictions or fines that you receive (including speeding but excluding parking fines).

### **2.11.1 Use of mobile phones while driving**

Employees are reminded that driving whilst using a hand-held mobile phone is an offence. The definition of “whilst driving” includes time spent in traffic jams or at a traffic light. If you are involved in an incident, even with a hands-free device being used you are at risk of prosecution for careless driving.

When driving on Council business you must not either initiate or answer telephone calls. If you are a Council owned mobile phone user, then you must follow this policy both during and outside working hours. If you own your own phone then we strongly advise you to follow the same policy when driving privately and stress that if you receive a business call while driving either on business or privately, then you must not answer it. If you wish to make a business call whilst on a journey, then park when it is safe to do so and make the call with the engine switched off and the handbrake applied. If you receive a call when driving, then park when it is safe to do so and use the answering service or “missed call” facility on your mobile.

### **2.12.0 Electrical Appliances**

This applies to fixed and portable electrical devices located in Witney Town Council Premises and used in an external environment.

- All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept.
- The correct voltage for tools and equipment must always be used.
- Waterproof fittings must be used for external work.
- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be repaired or replaced immediately.
- Operators must ensure that they are familiar with any safety instructions (including manufacturer’s instructions) relating to any equipment before use.
- It is forbidden to interfere with any electrical appliance.
- The operator must check all electrical tools, leads, and plugs of any electrical equipment before bringing into use.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to the supervisor.
- If any electrical appliance, is found to be faulty whilst in use it must be reported immediately to the Health & Safety Coordinator
- It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised to do so.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.
- Care must be taken when using kitchen equipment and any spillages must be cleaned up immediately.

### 2.13.0 Fire Safety & Emergencies

Fire risk assessments will be undertaken as required under the Regulatory Reform Fire Order October 2005. However, employees must bring to the attention of the Health & Safety Coordinator or Fire Officer any potential fire risks that they may become aware of.

#### 2.13.1 Controlling fire risk

One of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Flammable liquids including oils, fuels and paints or other flammable material must be removed from the premises if not normally required for council operations. If flammable liquids/materials are used for council operations liquids/materials must be kept to a minimum and securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition.
- Gas leaks are a source of fire or explosion, and the detection of a gas leak must be reported to the Health & Safety Coordinator or Fire Officer or the on-site management immediately. All equipment with gas taps including gas bottles not in use should be regularly checked to ensure that the gas taps are turned off and not leaking.
- Any waste including paper, cardboard, pallets, oily rags etc. must not be allowed to accumulate and must be disposed of in appropriately.
- Smokers and vapours must only smoke in designated areas and discarded cigarette butts must be properly extinguished. Do not extinguish or throw cigarette butts into wastepaper bins.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the Health & Safety Coordinator or Fire Safety Officer.
- Pallets and refuse bins in yard areas must be positioned a safe distance away from the building.

#### 2.13.2 Evacuation of disabled employees & visitors

All disabled employees and visitors must, where practical to do so, be located in a position within the building where it is easy to exit the building quickly and safely in the event of an emergency. As part of the fire evacuation procedure a check must be undertaken to ensure that the evacuation route is appropriate for a disabled person. Disabled visitors shall be designated two able bodied employees who can assist with the safe evacuation in the event of an emergency. The Site Safety Officer shall be notified whenever a disabled employee or visitor is in the building to ensure that practical, appropriate arrangements have been made.

#### 2.13.3 Evacuation of members of the public, visitors and contactors

If a Company visitor is meeting you, it is your responsibility to ensure they follow the signing in and out procedure and to assist with their safe evacuation in the event of a fire drill or emergency evacuation. Visitors who are left unattended must be made fully aware of the escape routes and evacuation procedure. Ensure that members of the public are escorted from the premises during an evacuation. All contractors working at Witney Town Council premises must be advised of the evacuation procedure by the Health and Safety Officer.

#### 2.13.4 Fire Safety Officer

The Fire Safety Officer has the overall responsibility for the Company's fire and emergency policy and training. All supervisors are responsible for implementing policy and all employees are responsible for carrying out the instructions of the policy.

Witney Town Councils' fire and emergency policy and procedures take account of special fire hazards in specific areas of the workplace with, where available, the cooperation and advice from the local fire service.

### **The Fire Safety Officer:**

The Compliance & Environment Officer is the Fire Safety Officer for Witney Town Council.

### **2.13.5 General fire procedures**

All personnel associated with Witney Town Council must familiarise themselves with this fire and emergency policy. All fire alarms will be acted on by all persons, including false alarms and drills.

Only staff trained to extinguish a fire should attempt to do so, and if there is any doubt that a fire cannot be extinguished immediately without risk or injury to individual persons, all employees must immediately report any fire to the local fire service (dial 999).

### **Fire alarm**

The sounding of fire alarm is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure, a bomb scare, and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. When the alarm sounds all employees must leave the building by the nearest available exit and assemble at the designated assembly point, including contractors from other firms, temporary workers and any members of the public. Employees must also ensure visitors leave the building by the designated exit routes. Designated Fire Marshalls will lead and support any evacuation.

### **Fire detection equipment**

Smoke detector alarms and alarm call points or similar devices are located at points throughout the workplace. Employees must familiarise themselves with the location of detectors and alarms.

### **Fire doors**

Fire doors and corridors should never be blocked, jammed or left open.

### **Fire drills**

Fire drill, emergency evacuation procedures, will be carried out you are required to familiarise yourself with this procedure. New employees will be advised of the fire drill during their induction, including the type of alarm given, the fire escape routes and the assembly point.

### **Fire escape routes & exits**

All specified means of escape for the site premises must be properly signed, maintained and kept free from obstruction. It is essential that all personnel are familiar with the means of escape and the route to be followed in case of fire. Fire exits and corridors must never be locked or blocked.

### **Firefighting equipment**

Firefighting equipment is provided throughout the workplace and training in its use is given to fire wardens and other relevant personnel. Make yourself aware of the location and type of fire extinguishers in your work area. Do not remove or relocate extinguishers and report any that have been used so that they may be replaced.

### 2.13.6 Other emergency procedures

In the absence of the alarm sounding in the case of a fire or other dangerous situation being detected, supervisors will warn employees or members of the public by word of mouth to evacuate the premises. They may order evacuation in the case of a fire or any other dangerous situation and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. Immediately after supervisors give instructions, all employees must leave the building by the nearest available exit and assemble at the designated assembly point. Employees must also ensure that visitors, contractors, temporary workers and members of the public leave the building by the exit routes.

Employees must consider that old people, disabled people or children may need assistance to leave the premises and that people using toilets or other ancillary rooms may not be aware of the emergency.

### Discovery of explosives, bombs, suspicious packets

- DO NOT touch anything suspicious
- Warn the Health & Safety Coordinator.
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.

### 2.14.0 End of Day Safety

If you know you will be the last to leave the premises after it has been made secure:

- Make sure your car is parked in a well-lit area that is easily accessible
- Avoid remote routes
- Have your car keys in your hand to avoid searching for them next to your locked car
- Report any suspicious people to the Police and do not leave the premises until you believe that it is safe to do so
- Do not allow entry to any unplanned visitors into the premises when working alone

### 2.15.0 First-Aid

Personnel trained in First Aid are as follows:

Name	Name	Name
Mark Lewis	Janine Sparrowhawk	Graham Leather
Dudley Beckinsale	Derek Mackenzie	Claire Hermon
Tom Davies	John Silvey	Mike Kingdon
Adam Cook	Naomi Carpenter	Roger Penner
Carl Whitehead	Will Lewis	Justine Tossell-Pugh
Wayne Evans	Steve Pizzey	Daisy Phillips
Vicky-Anne Dealey	Rebecca Cos Torres	Niamh Sutton
Sharon Pateman	Naomi Godfrey	Deborah Kirk

It is the responsibility of the Departmental Manager to maintain the Councils first aid boxes and monitor those held on work vehicles.

## Appendix 2

All employees must have ready access to first aid facilities. New employees will be told about first aid arrangements as part of their induction. (Arrangements are recorded in writing).

When shared facilities are not arranged, sites will be provided with a first aid kit in the charge of the "appointed person". Where only one or two employees are involved on work of very short duration, or in vehicles on Council business, small travelling first aid kits will be available.

- First-Aid is only to be carried out by a trained First Aider
- Every first aid box will be of the appropriate size and have the correct contents
- The location of the first aid box shall be clearly identified
- It is the Health and Safety Officer to ensure that the stock is replaced in the boxes as necessary
- In cases of more serious injury employees will be sent or taken to the nearest hospital

As well as applying first aid if qualified to do so, if there is any doubt as to the severity of an injury or the health of any person on Witney Town Councils' premises, employees will not hesitate to dial 999 and ask for the ambulance service.

All accidents or injuries must be reported to the immediate supervisor of the relevant department, and/or the Health & Safety Coordinator.

### 2.15.1 First-aid boxes

Each company vehicle will have an appropriate HSE approved First Aid kit. First aid arrangements will be agreed in advance prior to working on third party sites. First aid kits can be found in the following locations:

Building	Location
Town Hall & Admin	Ground Floor Reception, First Floor Office & Old Council Chamber
Burwell Hall	Main hall entrance by door, kitchen and bar
Works Depot	Mess Room
Tower Hill Cemetery	Mess Room
Windrush Cemetery	Mess Room
Corn Exchange	Café kitchen, large kitchen, Gallery Room, Main Hall, Staff Office, Green Room A
Tower Hill Cemetery Chapel	Main Chapel

The First-Aid box should be made of suitable material and so designed to protect the contents. All boxes should be clearly marked.

First-Aid boxes and travelling First-Aid kits should contain sufficient quantities of suitable First-Aid materials and nothing else. For most First-Aid boxes sufficient quantities may be considered as:

- A general guidance card on First Aid
- 20 individually wrapped, sterile, adhesive dressings (assorted sizes) appropriate for the work environment
- 2 sterile eye pads, with attachment
- 6 individually wrapped, triangular bandages
- 6 safety pins

- 6 medium sized, individually wrapped, sterile, un-medicated wound dressings (approx. 10cm x 8cm)
- 2 large, individually wrapped, sterile, un-medicated wound dressings (approx. 13cm x 9cm)
- 3 extra-large, individually wrapped, sterile, un-medicated wound dressings (approx. 28cm x 17.5cm)

For persons who use chainsaws, they will have access to a further major incident kit

### **2.16.0 Housekeeping**

Accidents happen more frequently in an uncontrolled or untidy environment. It is necessary to maintain a high standard of cleanliness and the proper and safe storage of all goods and supplies must be ensured. All employees should be vigilant in maintaining their surroundings in a clean, tidy and well organised manner. Where hazards are identified that you cannot readily rectify yourself you must report this to your supervisor or the Health and Safety Officer so that action can be taken to control any risk to yourself and others.

### **2.17.0 Hygiene & Health Conditions**

Paying attention to good personal hygiene will help to reduce the spread of diseases and viruses in the workplace. Most importantly, employees should thoroughly wash and dry of hands after toilet use. The co-operation of all employees in this regard is requested.

If handling food or drink (including tea/coffee making operations) or handling crockery or utensils that are for use by others (kettles or cups for example) employees must wash their hands first.

Employees should be aware of the potential for the spread of viruses through the use of shared telephone handsets, these should be periodically wiped with a clean damp cloth containing detergent or disinfectant. Where possible use dedicated telephone hand set extensions.

Employers should ensure that workplaces are adequately lit, well-ventilated and adequately heated. Any concerns in this regard must be brought to the attention of the Health & Safety Coordinator.

### **2.18.0 Inspections in the Workplace**

We will comply with the Workplace (Health, Safety & Welfare) Regulations 1992 (as amended). This requires regular inspections of the workplace on an on-going basis. Inspections will be of a routine nature and/or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary. Inspections may be recorded and will be discussed at health and safety or team meetings.

### **2.19.0 Ladders**

- No ladder may be used unless it is of sound construction, of the correct length, and either secured or footed.
- Defective ladders must be removed from use immediately and reported to the Health & Safety Coordinator
- Only light work, of short duration, is to be carried out from a ladder
- When working on clients' sites check the specific policy on ladders
- Always carry out a visual inspection to ensure the ladder is not defective prior to use
- Ladders used for work on client sites must be Class 2 EN131
- Ensure the ladder is pitched @ 75 degrees and is tied where possible
- Only one person should access the ladder at any one time

- Ladders used for access should extend 3 runs beyond the surface being accessed
- Never lean sideways when using a ladder
- Avoid lone working when using a ladder

### 2.20.0 Legionella

Witney Town Council will comply with their duty to consider the risks from Legionella that may affect employees or members of the public and will take suitable precautions to control the risks. Where it is deemed necessary, we will have an assessment of the potable water system carried out by a competent person.

### 2.21.0 Lone Working

Witney Town Council recognises that some staff are required to work by themselves without close or direct supervision, sometimes in isolated work areas or out of office hours. These are defined as lone workers.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Witney Town Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Where it is unavoidable to have lone workers in order to meet business requirements of the Council a suitable risk assessment will be undertaken in consultation with workers to assess risks and take steps to avoid or control risks where necessary. Emergency procedures will be established and employees trained in them.

This policy applies to all situations involving lone working arising in connection with the duties and activities of Council employees and volunteers.

When considering the risks attributed to a lone worker, the responsible person should consider:

- Is the person medically fit and suitable to work alone?
- Is there a safe way in and out for the person?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker e.g. machinery, hazardous substances, lifting objects too heavy for one person?
- Is there a risk of violence?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

Lone workers must ensure that they fully understand the risks and safe systems of work required where they are working and avoid tasks that have been identified as too high risk for lone working e.g. use of ladders.

- Where possible avoid situations where you are working alone.
- Never attempt a high-risk activity when working alone, as working up a ladder or lifting heavy objects.
- Do not allow any suspicious customers into the premises if you are working alone.

- Carry a means of communication with you or ensure that you have access to a phone.
- Follow any agreed reporting arrangements.

If you know you will be the last to leave the premises after it has been made secure:

- Make sure your car is parked in a public, well-lit area, which is easily accessible.
- Avoid remote routes.
- Have your car keys in your hand to avoid searching for them next to your locked car.

### **2.22.0 Manual Handling Operations**

Witney Town Council will comply with the Manual Handling Operations Regulations 1992 (as amended). Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account all factors including the feasibility of the manual handling operation, the load, the working environment and the capabilities of employees and risk to their safety.

- Using mechanical devices rather than manual handling possible, the mechanical devices should be appropriate for the task and are subject to risk assessment.
- The object to be lifted or moved must be inspected for sharp edges and other hazards, i.e. wet or greasy patches, and appropriate steps taken to remove or reduce hazards.
- If lifting or moving objects with sharp or splintered edges, clean dry gloves must be worn to ensure a firm grip.
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage or another hazard.
- Employees must not attempt to lift or move an object which is too heavy and which might damage their health.
- Where the lifting or moving of an object is to be done by more than one person, one of the persons should be designated as the supervisor of the operation, so as to coordinate the lifting or moving.
- Employees should assume a squatting position, by keeping the back straight and allowing the knees to take the weight of an object (rather than the back) when lifting a heavy object off the ground.

### **2.23.0 New & Expectant Mothers**

A risk assessment will be carried out in respect of risks to new or expectant mothers, during pregnancy the risk assessment will be reviewed at least every 3 months and more frequently if required. A further assessment will be made when the new mother returns to work. Where risks to new or expectant mothers are identified, adjustments to working conditions will be made.

### **2.24.0 Office Safety**

All office personnel have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Keep desks tidy and ensure that wastepaper is disposed of regularly and in appropriate containers.

## Appendix 2

- Use a safe method of lifting any article and, if necessary, seek assistance.
- Never leave filing cabinet drawers open.
- Never open more than one filing cabinet drawer at a time. Fill from the bottom drawer to minimise any tendency for the unit to overbalance.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in guards and safety devices must be reported to the
- Ensure that cables and connections on all electrical equipment are sound before use.
- Ensure all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location of all fire-fighting equipment and its use.
- Access to fire-fighting equipment must never be obstructed.
- Avoid high shelving in storage areas that required the use of access equipment such as stepladders. Where unavoidable employees must use suitable access equipment e.g. kick steps and stepladders (minimum Class 2 EN131) that must be regularly inspected and used with care.
- Never use chairs or stools to access storage areas, change light bulbs or other activities at height.

### 2.24.1 Display screen equipment (DSE) workstations

Witney Town Council will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). The risks to users of VDU screens will be reduced as much as is reasonably practicable.

- Display screen users should be provided with equipment that:
  - Has adequate contrast with no glare or distracting reflections
  - Has an adjustable screen with a stable, readable image
  - Has an adjustable, detachable and legible keyboard, with wrist rest if necessary
  - Has appropriate software.
- Employees must receive appropriate safety training before using display screens.
- Employees' workstations should have:
  - Adequate lighting
  - Adequate working space
  - Adjustable seating with footrest if necessary
  - Adequate leg room and clearance to allow postural changes
  - Distracting noise minimised
  - Window covering to minimise glare and reflections
- Employees' workstations should be risk assessed for compliance with the Approved Code of Practice and appropriate modifications made where necessary.
- Employees who consider that their health is being adversely affected by the use of display screen equipment or the workstation must inform the Health & Safety Coordinator.
- Employees who require additional information or training regarding how to adjust their equipment, workstation or working practices to minimise risks, should inform the Health & Safety Coordinator.
- All display screen users are entitled to free eye and eyesight tests on request. Users who require a test must inform the Health & Safety Coordinator.
- All display screen users should take periodic breaks during their work.
- All staff must ensure that workstations are kept clean, tidy and free of debris.

### 2.24.2 Equipment

Operators must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any office equipment before use.

Only trained, competent and authorised personnel should use office equipment and young or inexperienced employees should be properly supervised.

Any obvious sign of irregular operation of office equipment should be reported at once to the supervisor or the Health & Safety Coordinator.

The Company would like to stress that particular care must be taken to use the following equipment safely:

#### Paper guillotine

- Only trained and authorised personnel may operate the paper guillotine. Employees should contact the Health & Safety Coordinator should there be a requirement to use the paper guillotine.

#### Photocopiers

- When using photocopiers employees should be mindful that they operate at high voltages.
  - Never tamper with the equipment.
  - Switch power off where necessary.
  - Always follow the manufacturer's instructions for dealing with faults such as paper jams.
  - Beware of hot surfaces inside the equipment

If photocopiers are receiving light use, they should be positioned as far away from work desks as is reasonably possible with adequate ventilation.

If photocopiers are receiving heavy use they should be located in a well-ventilated area, preferably in a separate room where people do not work.

Where the manufacturer of the equipment has identified specific risks or employees are unsure of the safest location consult the Health & Safety Coordinator for guidance.

### 2.24.3 Filing cabinets

- To prevent filing cabinets from tipping (whether fitted with anti-tilt or not) the bottom drawer should be filled first to minimise any tendency for the unit to overbalance.
- Only one drawer in a filing cabinet should be open at any one time.
- When not in use, filing cabinets and cupboards should be kept shut and drawers should not open into corridors or escape routes.

### 2.24.4 Home working

Employees who work from home have a responsibility to create a safe working environment. Witney Town Council will supply appropriate equipment and the Health & Safety Coordinator will provide assistance in identifying any risks. Adjustments to working conditions should be made to avoid risks where possible.

### 2.24.5 Storage & work at height

- Care should be taken not to overload cupboards, cabinets or shelves.

## Appendix 2

- Where necessary units must be fixed securely to the wall.
- High shelving in storage areas/rooms that requires the use of access equipment such as stepladders should be avoided wherever possible. Where this is unavoidable, employees must use suitable access equipment e.g. kick steps and stepladders.
- Kick steps and stepladders must be accessible, kept in good condition and used with care. They should be regularly inspected and taken out of use until any necessary repairs are made.
- On no account should employees use chairs or stools to access storage areas, change light bulbs or other activities at height.
- Storage areas should be kept clean and tidy and free from clutter. In particular materials or equipment must not be left where people may fall over them, nor piled on top of cupboards and cabinets.

### 2.25.0 Personal Protective Equipment (PPE)

Witney Town Council will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended). This requires that all employees who may be exposed to a risk to their health and safety that cannot be controlled by other means will be provided with properly fitting, suitable, and effective personal protective equipment (PPE) or clothing.

All personal protective equipment or clothing will be maintained in good working order and all employees provided with PPE or clothing must wear or use it properly. Employees must report defective personal protective equipment or clothing to their immediate supervisor or Health & Safety Coordinator as soon as it is found to be defective.

Employees provided with personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment. Any concerns in relation to PPE should be raised with your manager immediately.

#### 2.25.1 Safety footwear – office

Witney Town Council understands that footwear can play an important part in preventing slips, trips and falls and that there is a need to get the right balance between footwear that creates the right image but also provides some form of protection for higher risk tasks. This policy provides guidance on what footwear the council considers to be suitable for the office environment and when undertaking manual tasks. Employees are required to choose shoes that fit well, have sensible heels and stay on the feet.

Heels should not be worn when using access equipment and when required to lift or move heavy or bulky loads. In some cases, it might be appropriate to have a second pair of shoes for some tasks.

Employees should wear safety shoes where a risk assessment has identified the need. This will be communicated by your line manager.

### 2.27.0 Security

Sites must be made secure at the end of the working day. All ladders must be removed, or boarded over, and tools and equipment removed or locked away.

### 2.28.0 Sharps

- Only trained and competent employees should use blades for packing and unpacking
- Blades must be correctly fitted and checked prior to use and not used if defective
- When using blades cut away from the body and position the gripping hand so that it is not at risk

- Blades must be suitably stored when not in use
- Exposed staples in packaging must be removed prior to handling

### 2.29.0 Smoking

Witney Town Council operates a 'No Smoking Policy' and smoking is not permitted within any of the buildings. Smokers must only smoke in the external designated area. Smoking is not permitted in any of the Company vehicles, or on clients' premises. This Smoking policy is to include e-cigarettes, and smokers of these devices will be treated the same as tobacco smoked products.

Combustible materials must never be stored or allowed to accumulate in designated smoking areas.

#### Smoke free policy

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and vapour clouds and to assist compliance with the Health Act 2006 and the Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is our policy that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes Council owned vehicles. This policy applies to all employees, volunteers, consultants, contractors, customers or members of the public and visitors.

#### Implementation

Overall responsibility for policy implementation and review rests with the Town Clerk, however, all staff are obliged to adhere to and support the implementation of the policy.

All new personnel are given a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

#### Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### 2.29.1 Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit [www.nhs.uk/smokefree/](http://www.nhs.uk/smokefree/) or call the NHS Smoking Helpline on **0300 123 1044** for details.

### 2.30.0 Stress

Stress is the adverse reaction people may have to being put under excessive pressure, which can in extreme circumstances lead to mental or physical illness, such as depression and heart disease. Stress is a growing issue in modern life. We acknowledge our role in assisting employees to manage their personal stress levels effectively. We will:

- Conduct risk assessments to eliminate stress or control the risks from stress.

## Appendix 2

- Ensure, as far as is reasonably practical, that appropriate selections are made for jobs at the recruitment stage and that staff are fully trained to discharge their duties.
- Operate an 'open door' policy whereby staff can raise concerns with Senior Management, regarding excessive or conflicting work demands.
- Maintain commitment to effective Equality and Diversity and Harassment policies, including the promotion of a culture, which has a zero-tolerance approach towards bullying and harassment and other unacceptable behaviours.

All employees are encouraged to approach their manager should a stress issue arise so that a successful conclusion can be achieved at the earliest opportunity. If the issue is of a personal nature which would be more appropriately discussed with an alternative colleague, a senior member of staff can be contacted in confidence. In particular, where stress is believed to be work-related, it is important to raise the issue so that the problem can be addressed. All information will be treated with the strictest confidentiality.

### 2.31.0 Temporary Workers

Temporary workers must undergo a workplace induction to include induction training, passing on risk assessment information, site safety rules, communication arrangements, the need for special occupational qualifications or skills the worker should have to perform safely e.g. fork lift truck license, any health surveillance that is required, any personal protective equipment that is required. Training certification should be checked to ensure the temporary worker is competent.

Records of training for temporary staff should be maintained.

### 2.32.0 Tools & Equipment

- Tools equipment and machinery are only to be used if in good working order and by qualified and authorised personnel. Defective tools equipment and machinery must be reported to the employee's immediate supervisor and/or the Health & Safety Coordinator.
- Protective guards and safety devices must be properly fitted and used where appropriate when using tools equipment and machinery. Clothing, jewellery or long hair that might pose a risk to safety when using tools equipment and machinery must not be worn.
- Employees must not use any tools equipment and machinery for any purpose other than what the tools equipment and machinery are designed for.
- Hand tools should be restricted to 110V when working on client sites unless confirmed otherwise by the main contractor.

### 2.33.0 Training

Health and safety training is essential for all effective work procedures. All workers will be trained in safe working practices and procedures relevant to their duties. Training will include advice on the use and maintenance of personal protective equipment, where applicable. Training sessions will be held as often as is deemed necessary and will take a variety of formats. Despite training sessions, employees can raise concerns regarding health and safety at any time with their immediate supervisor or directly to the Safety Training Officer.

### 2.34.0 Vehicles, Plant & Machinery

- Only authorised and, if applicable, certificated, drivers and operators may use any vehicles, plant or machinery.
- Users of any vehicles, plant and machinery must ensure that equipment is in good working order and well maintained. Defects must be brought to the attention of the Health & Safety Coordinator or other suitable person immediately.

## Appendix 2

- Regular inspections appropriate to each vehicle, plant or machine must be made and any defects brought to the attention of the Health & Safety Coordinator.
- Unsafe, faulty or unsuitable vehicles, plant or machinery must not be used and should be immobilised until made safe.
- Official notices or instructions on vehicles, plant and machinery must be obeyed.
- Vehicles, plant or machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition, with keys removed.
- All guards must be kept in position at all times whilst machinery is being operated.
- No equipment must be used beyond the marked safe working load, except for the purpose of testing, which must be supervised by a competent person.
- All loading gates must be kept closed, except where loading or off-loading is in progress.
- On the completion of work for the day all practical steps must be taken to secure all vehicles, plant and machinery.
- It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
- It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.
- Anything carried in/on a dumper must be contained within its skip.
- The driver of any Council owned vehicle must ensure that clear access required to reverse a vehicle is given by ensuring that no people are obstructing that access before reversal and by making use of rear-view mirrors and by using the guidance of experienced lookouts if required.

### 2.35.0 Work Equipment

Witney Town Council will comply with the Provision and Use of Work Equipment Regulations 1998 (as amended) and will try at all times to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. Employees will be provided with adequate information and training to enable them to use relevant equipment safely and equipment must only be used by authorised and trained employees.

Work equipment must be maintained in good working order and repair. Employees must report defective work equipment to their immediate supervisor or Health & Safety Coordinator as soon as it is found to be defective. Where applicable, employees will be provided with protection from the hazards associated with the use of work equipment and work equipment will be clearly marked with relevant health and safety warnings

## Part 3 - Grounds and Building Maintenance Health & Safety Arrangement

### 3.0 Risk assessments

Risk assessments will be undertaken prior to commencement of any works. The findings of which will then be recorded and any actions required to remove / control the risk will be implemented immediately. This implementation will then be assessed to ensure appropriate actions have been made to remove / reduce the risks identified.

### 3.1 Safe Plant and Equipment

Witney Town Council will identify all equipment and plant that requires maintenance, ensuring effective maintenance procedures are in place for each item of equipment in use.

Any problems identified with equipment or plant will be reported immediately to your Line Manager or the Health & Safety Coordinator.

Witney Town Council will be responsible for ensuring all equipment and plant is checked and meets current health and safety standards. New equipment will be CE marked and will be checked to ensure it meets health and safety standards before purchase.

Equipment noise shall be kept to a minimum at all times and within current environmental guidelines. Witney Town Council will ensure responsibility for identifying all substances, which need a COSHH assessment. All identified actions from assessment will be implemented and recorded. All relevant employees will also be informed of the COSHH assessment, its findings and subsequent actions to be taken.

Employees carrying out pesticide treatment will comply with and be competent in pesticide use. All hazardous substances are stored in a safe manner according to COSHH regulations. Disposal of hazardous substances is carried out in accordance with COSHH and Hazardous Waste Regulations.

### **3.2 Information, Instruction and Supervision**

All employees of Witney Town Council receive a full induction prior to commencing employment, this contains our health and safety policy, a copy of the Health & Safety at Work Act (1974) leaflet. Witney Town Council employees receive full training on the use of all equipment and materials concerned with their work tasks.

Training of all employees is identified, arranged and monitored and job specific training will be put in place where required. Witney Town Council will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

This requires that all employees who may be exposed to a risk to their health and safety whilst at work will be provided with properly fitting, suitable and effective personal protective equipment or clothing.

### **3.3 Undertaking Specialist Tasks**

Witney Town Council undertakes a range of highly technical and skilled activities as part of its building and grounds maintenance. Each area of activity has a specialist training and induction program where new staff are trained under a probationary period before they are deemed as competent.

- Never undertake any tasks that you are not trained and competent to do so
- Never use specialist equipment unless you are trained and authorised to do so
- Only enter restricted access areas if you have full approval to do so
- If you have any doubts about the tasks and equipment you are authorised to use, please discuss this with your line manager in the first instance.

### **3.4 Ladders**

(See ref 2.19.0)

### **3.5 Sharp Objects**

(see ref 2.28.0)

### 3.6 Off-Site Working

(See ref 2.6.1)

### 3.7 Method Statements

The Council's risk assessments cover hazards most commonly associated with the tasks we undertake and the precautions and measures that Witney Town Councils has developed to help minimise these risks.

When special techniques or more varied work is being carried out by the Council will provide a health and safety method statement specific to a particular project detailing manpower and plant involved, as well as any special techniques that will be used and how this work will be carried out safely.

### 3.8 Permits to Work

Any permit to work systems approved by the Council are to be followed at all times. The deliberate, or unauthorised contravention of a permit by an employee, may lead to disciplinary procedures.

### 3.9 Vehicles, Plant & Machinery in General

(See ref 2.34.0)

### 3.10 Working Outdoors

- Wear weather protective PPE and sunscreen appropriate to the condition
- Employees working outdoors are encouraged to take regular breaks
- Facilities for taking breaks from the sun/warming up will be provided where it is practicable to do so.

### 3.11 Working by Traffic

- Before working close to traffic routes an appropriate risk assessment should be carried out with extra attention paid to lone workers.
- Wear Hi-Visibility clothing.
- Carry out operations facing traffic
- Use warning signs when working within 3m of traffic routes
- Establish an adequate safety zone
- Be aware of kerbs and trip hazards

### 3.12 Working by Water

- Before working close to open water an appropriate risk assessment should be carried out with extra attention paid to lone workers.
- Employees must work safety and should not take risks.
- Employees should wear a life vest if within 3 meters of the bank.
- Employees must know how to use rescue equipment such as pole and life hook and ring buoy.
- Employees must report any missing or damaged rescue equipment to their Line Manager.

### 3.13 Working Under Trees

- Trees will be frequently inspected and treated by a competent person and records kept.
- Employees must report any defects in tress, possible damage, accidents or near misses.
- Where trees are deemed high risk employee/public exposure will be managed by closure, cordoning off the area, path diversions, information or signage as appropriate.

- A safe working area must be established when undertaking tree surgery and this should be carried out only by a competent person.

### 3.14 Asbestos

(See ref 2.4.0)

### 3.15 Pesticides

Only qualified employees are permitted to use pesticides and a safe system of work must be followed.

- Use correct PPE
- Ensure that pesticides are locked away when not in use.
- Never apply pesticides in strong winds.
- Wash your hands after using pesticides and before eating, drinking or smoking.
- Report any health concerns.

### 3.16 Leptospirosis (Weil's Disease)

Weil's disease is contracted from 'rats' urine either from direct contact or through contact with contaminated water/sewage.

Strict precautions should be taken with regard to personal protective equipment when working in areas where contamination is likely. Impervious rubber gloves should be used along with waterproof footwear and overalls.

Persons at risk include those who are undertaking work in ditches, excavations or manholes.

Reducing the risk of Weil's disease:

- Ensure that all reasonable precautions are taken to prevent rats entering the work area
- Report the presence of rats to your Line Manager or the Health & Safety Coordinator.
- Never touch alive or dead rat with unprotected hands
- Cover all cuts and broken skin with waterproof plasters before and during work
- Always wear appropriate P.P.E.
- Wash your hands after working in an area where rats may be present
- Always wash your hands before eating, drinking or smoking.
- Report any health concerns.

### Legionnaires' Disease

Witney Town Council will comply with its duty under health and safety law to consider the risks from legionella that may affect employees or members of the public and will take suitable precautions to control the risks.

### 3.17 Security

Premises and sites must be made secure at the end of the working day. All ladders must be removed, or boarded over, and tools and equipment removed or locked away.

### 3.18 Reducing Fire Risk Off-site

Prevention is better than cure when it comes to fire safety and one of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

## Appendix 2

- Smokers working both directly and indirectly for Witney Town Council must not smoke whilst at Council premises or sites.
- Adequate means of escape and access for emergency vehicles must be maintained at all Council premises or sites.
- Temporary electrical systems must comply with legal standards.
- Inflammable liquids/materials used on site must be kept to a minimum and securely stored in appropriate closed containers well away from sources of ignition.
- The detection of a gas leak must be reported immediately. All equipment with gas taps including gas bottles not in use should be constantly checked to ascertain that the gas taps are turned off and not leaking.
- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to your Line Manager or the Health & Safety Coordinator.
- Each Witney Town Council vehicle is supplied with a small handheld fire extinguisher.
- Hot working procedures must be strictly adhered to.

### 3.19 Tools Equipment and Machinery

(See ref 2.32.0)

### 3.20 Personal Protective Equipment Regulations

Witney Town Council will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

This requires that all employees who may be exposed to a risk to their health and safety while at work will be provided with properly fitting, suitable, and effective personal protective equipment or clothing.

All personal protective equipment or clothing provided by Witney Town Council will be maintained in good working order and all employees provided with such protective equipment or clothing must wear or use such protective equipment properly. Equipment will be subject to regular recorded checks. Employees must report defective personal protective equipment or clothing to their Line Manager or Health & Safety Coordinator as soon as it is found to be defective.

Employees provided with personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment.

#### Safety Helmets

If applicable, safety helmets will be provided and are to be worn unless instructed to the contrary.

#### Safety Footwear

If applicable, safety boots or shoes will be issued to employees working under the Council's control. These are to be worn as directed.

#### Eye Protection

If applicable, suitable eye protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk.

#### Ear Protection

## Appendix 2

If applicable, suitable ear protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk.

The Council will supply, maintain and replace as necessary ear protection as required and all employees have a duty to wear such protection when noise levels reach or exceed 85Db (A), as required under the noise at work regulations.

As a rule of thumb, if you are having difficulty having a normal conversation at 1m there is a noise problem in the workplace and you should wear ear defenders.

### Hand/Finger Protection

- If applicable suitable industrial gloves will be provided that must be worn when handling abrasive materials or chemicals, which could harm the skin.
- Witney Town Council will endeavour to minimise the use of tools or equipment whose mode of operation causes excessive vibration.
- Employees must wear appropriate Personal Protective Equipment and should take regular breaks.
- Employees are encouraged to report any potential symptoms to their line manager as soon as possible, so that appropriate action can be taken.

### Body Protection

Protective clothing will be provided as necessary.

### Respiratory Protection

- Dust is a health hazard and suitable masks will be provided where required. These must be worn when conditions dictate.
- Approved respirators must be worn where a COSHH risk assessment identifies the requirement.
- Ensure adequate ventilation when using hazardous chemicals/pesticides.

### 3.21 Working at height

Working at height is one of the highest causes of serious workplace accidents and is the subject of recent regulations. The definition of working at height is carrying out any task where there is a risk of falling.

- Where practical to do so avoid working at height.
- If you are working at height always ensure that the access equipment is suitable for the intended task.
- When working at height ensure that a colleague is available to assist in an emergency.
- Never work at height if there is a medical reason why you should not.
- A suitable ladder should be used for safe access to excavations.
- As well as safe access equipment, consider the use of fall arrest systems and appropriate personal protective equipment

### 3.22 Hot Work

Hot Work (e.g. Welding) is to be undertaken by trained personnel only.

Precautions for the safety of people, plant, equipment and machinery must be taken before any hot work is undertaken and a "Hot Work" permit to work may be required for a particular operation.

A fire extinguisher must be to hand when hot work is in progress and the work should be completed at least 30 minutes before leaving site for cooling down period.

Suitable Personal protective equipment should be worn.

### 3.23 Gas

- All calor, propane or similar gas bottles must not be used or stored inside any unauthorised hut, store or vehicle. When not in use they should be stored under lock and key.
- If a smell of gas is detected, open all doors and windows immediately call the National Gas Emergency Service immediately on 0800 111 999 and report the occurrence to the Health & Safety Coordinator.
- If a gas leak can be stopped by turning off a known source by means of a gas tap – turn off the source.
- DO NOT USE A NAKED FLAME
- Do not enter a confined space where dangerous/explosive gases may be present until proved safe to do so. If in doubt, consult the Health & Safety Coordinator.

### 3.24 Live Services

- Employees must ensure that they are aware of the location of live services and must keep 0.5m away from their location when digging, strimming or mowing.
- Employees must report any damage to live services to their Line Manager immediately.

### 3.25 Safe Access/Egress

- Roads, gangways, passageways, staircases and working platforms must be kept free from obstruction and, where necessary, adequately lit.
- Work areas must be kept tidy and materials stored safely.

### 3.26 Lone Working when Visiting Public Buildings/Working in Public Places

Employees will receive training in lone working procedures when working in public building: and public places and must:

- Leave diary details of who you are visiting including contact name, address and telephone number.
- Ensure regular contact with your Line Manager or other designated person and maintain appropriate reporting in systems.
- Be aware that certain areas have a higher risk of violence as does working early in the morning and late at night.
- Do not go into a situation if you feel threatened.
- Regularly assess the situation you are in and the risks to which you are exposed.
- Adopt an early warning policy to alert colleagues about any problem areas.
- Carry a means of communication with you or ensure that you have access to a phone.
- If you feel threatened, make your excuses and leave. Be aware of your surroundings and make sure you can leave the premises/area quickly if you need to.
- Follow the signing in and out procedures operating at buildings you visit.
- Make yourself familiar with evacuation and first aid arrangements at buildings you visit.
- Follow safety rules in operation at locations, such as no access areas and the use of personal protective equipment.
- Raise any safety concerns with the Council's Health and Safety Officer in the first instance.
- All accidents and near misses must be reported the employees Line Manager and Health & Safety Coordinator.

## Appendix 2

- Where possible employees should avoid situation where they are working alone. Where this is unavoidable follow the lone working procedure and never put yourself in a position where you are exposed to a high level of risk.
- Ensure that you take regular breaks and avoid excessively long hours.
- Make sure your car is parked in a public, well-lit area, which is easily accessible.
- Avoid remote routes.
- Have your car keys in your hand to avoid searching for them next to your locked car.
- In order to maintain appropriate records of incidents it is essential that all incidents where you feel threatened or unsafe are reported to your Line Manager.

### Avoiding Confrontation

If a colleague or member of the public becomes unreasonable or aggressive with, their behaviour:

- Behave appropriately - never meet aggression with aggression, be confident and professional but not arrogant and be aware of non-verbal communication.
- Respect the views of others and the importance of good customer care.
- Be polite
- Use communication and assertiveness to try to defuse the situation.
- If the situation is becoming difficult to handle, seek assistance from a colleague.

If the situation deteriorates further:

- Ensure that the aggressor does not block your escape route.
- If you are threatened and you are at risk, move away from the person facing you at all times.
- In the unlikely event that you are attacked protect yourself and consider using reasonable force to defend yourself.
- If you need to defend yourself, do it quickly. Aim for an area that will incapacitate the aggressor, get away and report the incident to the Police as soon as possible.
- Make a detailed note of the incident and the circumstances leading up to the incident together with details of any witnesses.
- Report all incidents

### 3.27 General Procedures

All personnel must follow the rules and procedures contained in this policy.

- All personnel must immediately report any unsafe practices or conditions in the workplace to their Line Manager or the Health & Safety Coordinator.
- Personnel under the influence of alcohol or drugs are prohibited from the workplace.
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties, unless instructed by a senior member of the Council.
- Waste materials, particularly combustible materials and oily rags must be disposed of carefully, and in such a way that they do not constitute a fire hazard or other hazards.
- Employees should not undertake a task, which appears to be unsafe to him or her or other personnel.

## Appendix 2

- Employees should not undertake tasks that require safety training without receiving such training.
- All injuries must be reported to your Line Manager and the Health & Safety Coordinator.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in such guards and safety devices must be reported to the employee's Line Manager and/or the Health & Safety Coordinator.
- Only authorised employees are permitted to use chemicals in the workplace.
- Employees must wear suitable clothing and footwear at all times, and personal protective equipment must be worn where appropriate.

### 3.28 Monitoring

Witney Town Council will ensure all health and safety policies are monitored effectively and routinely by means of:

- Regular on-site spot checks
- Induction training and on-going employee supervision
- Training implementation on equipment
- Training implementation on work activities
- Risk assessments to be carried out routinely at each site
- Investigation of all accidents and ill health and implementation of action points.

## Part 4 - Council Run Events

Detailed pre-planning, consultation with key parties and inspections before, during and after Council run events will be undertaken to ensure that the event is safe and successful to include:

- an event specific risk assessment involving a careful examination of each attraction and activity
- a realistic assessment of likely number of event attendees and a crowd control plan
- a suitable and sufficient emergency plan
- putting Witney Town Council's health and safety policy into practice
- organising an effective management structure and arrangements for delivery of the event which may include the use of external consultants to review all event documentation and overall event safety.
- a pre-opening check to include routes, siting, signage, vehicles, structures, barriers, stewards, lighting, public information and medical cover.
- an after the event inspection to include site safety, damage, security and accidents.
- monitoring health and safety performance.
- auditing and reviewing performance.

This Event Management Plan is designed to bring together all of the individual arrangements involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- to define trigger points at which other plans may be implemented

The plan will be subject to annual review to ensure it is current, reflects best practice and is fit for purpose.

## Part 5 - Managing Contractors

Employees with responsibility for managing Contractors must:

- provide the task specifications and requirements to contractors before the tender to help them decide if they can do the job
- use appropriate selection criteria to ensure competent contractors are engaged
- assess any risks to contractors and employees and the public prior to, and during the activity
- ensure compliance with the Construction (Design and Management) Regulations 2015
- inform contractors of workplace hazards, including special requirements e.g. permit to work systems or requirements for 'hot' work
- give information on emergency procedures, site rules and welfare facilities
- co-ordinate and control the work and ensure all parties are aware of their responsibilities
- maintain regular communication with all parties to ensure everyone has up-to-date information
- make Council employees aware of hazards created by contract activity
- monitor Health and Safety performance
- investigate all injuries, near misses and cases of ill health
- maintain records of the contract activity
- when the contract ends, review the activity with all parties, discuss what went well and what areas could be improved
- Inform all contractors of site safety rules prior to commencing work on site.
- Contractors' operations should be included in all safety briefings audits/inspections, paying special attention to access and egress
- Employees, residents and others in the vicinity should be advised where contractors are working in their particular area, identifying any overlaps which may adversely affect health and safety.
- Employees must report unsafe practices to their Line Manager and/or the Health & Safety Coordinator.
- Misuse of equipment or facilities should never be allowed. Similarly, hazardous substances should be used safely.

### Responsibilities of Contractors

- It is the responsibility of the contractors to be aware of and to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), the Construction (Health, Safety and Welfare) Regulations 1996-building work (as amended), the Construction (Design and Management) Regulations 2015 (as amended) and other supporting legislation concerning Health and Safety relevant to their business operations.
- All Contractors will be expected to comply with the Council Health & Safety Policy and must ensure that their own Council policy is made available on-site whilst work is carried out.
- All Contractors will be provided with a copy of the Council Health & Safety Policy and will be required to sign a declaration confirming they have read, understood and agree to comply with this Policy.
- All Contractors are to provide evidence (including proof of payment – to demonstrate validity) of a minimum of £5 million cover for employers liability insurance and £5-£10 Million (based on contractor activity) cover for public liability insurance and a minimum of £2m for

**Appendix 2**

professional indemnity insurance for the duration of any contract. This evidence must also be produced for any other sub-contractor required to fulfil the contracted work.

- All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site, and the general public.
- Scaffolding used by the Contractors' employees (even where scaffold has been erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Contractors' employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site, unless authorised.
- All plant or equipment brought on to site by the sub-contractor must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
- All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for Industrial use, and in good condition. All portable electrical appliances should be tested, identified and recorded in a register, which must be available for inspection.
- Any injury sustained or damage caused by Contractors' employees must be reported immediately to the Health & Safety Coordinator.
- Contractors' employees must comply with any safety instructions given by the Council representatives.
- Contractors informed of any hazards or defects noted during inspections will be expected to take immediate action
- Suitable PPE and first aid equipment in accordance with the Health & Safety Regulations must be provided by Contractors for their employees.
- Any material or substance brought on site, which has health, fire or explosion risks must be used and stored in accordance with Health & Safety Regulations and current recommendations, and that information (e.g. COSHH Assessments) must be provided to any other person who may be affected on-site.
- Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. cleared as work proceeds.
- The Sub-contractor shall not permit the consumption or presence of any intoxicating alcoholic liquor or drugs on any of the Council sites at any time.
- The Sub-contractor shall not permit anyone employed by the contractor or sub- contractor to be present on the site if such person is judged to be under the influence of any intoxicating liquor or drugs.

### Contractors Declaration

I/We acknowledge receipt of the Witney Town Council's Health and Safety Policy.  
I/We have read, understood and will ensure compliance with it at all times whilst working for or on their behalf.

I/We also understand fully our legal obligations to carry out all work within the scope of Statutory Requirements, relevant Regulations and Codes of Practice, and will ensure that these are complied with in every respect.

I/We guarantee that copies of Witney Town Council's Health & Safety Policy will be available to all contractors/Contractor's supervisory personnel at all times and that they will be brought to the attention of all personnel in their respective occupations.

Name of Contractor/Council: \_\_\_\_\_

Address of Contractor/Council: \_\_\_\_\_

Name & Title/Position of Representative: \_\_\_\_\_

## Part 6 – Environmental Policy

The Company recognises the importance of sustainable environmental protection and is proactive in complying with environmental regulations, legislation and approved codes of practice.

Our environmental objectives are delivered through:

- Ensuring that every employee is aware of the importance of their individual role in protecting the environment
- Actively encouraging feedback from our team on ways we can further improve our environmental performance
- Ensuring our suppliers and contractors must meet our environmental standards
- Listening and responding to the feedback provided by our customers on environmental issues
- Adhering to all relevant regulations concerning waste and environmental well-being
- Minimising the production of waste, continually seeking new opportunities to reduce the use of any packaging material, re-using where practical to do so and recycling waste
- Reducing and/or limiting the production of pollutants to water, land and air
- Taking reasonable and practical steps to control noise emissions from our operations
- Responsibly and legally disposing of any waste product
- We shall undertake a critical review of our environmental management system at least annually

This Policy is communicated to all of our employees, suppliers, and contractors and is made available to our customers.

## APPENDIX 1

### HEALTH, WELFARE & SAFETY COMMITTEE AND SAFETY REPRESENTATIVES

#### Union Appointed Health & Safety Representatives

Witney Town Council recognises that Health and Safety Representatives play an important part in increasing health and safety awareness and in the communication process.

The Council will comply with legislation covering the appointment and training of such representatives, and will encourage a co-operative and efficient relationship between the representatives and management. The number and identity of Health and Safety Representatives will be agreed in correspondence with the relevant trade unions.

#### Joint Consultation – Employee Safety Representatives

The Council will consult with Safety Representatives with a view to the making and maintenance of arrangements which will enable the representatives and employers to co-operate in promoting and developing measures to ensure Health and Safety at Work and in the checking of the effectiveness of such measures.

Each Safety Representative shall have the following functions: -

- To investigate complaints by any employee he/she represents relating to that employee's health, safety and welfare at work.
- To make representations to the Council on matters relating to employee's health, safety and welfare at work.
- To represent the employees, he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority and to receive such information from the inspectors as necessary.
- To attend meetings of the Health, Welfare and Safety Committee where he/she attends in his/her capacity as a Safety Representative in connection with any of the above.

#### Information to be provided by Employer

The Safety Representative and Health, Welfare and Safety Committee require employers to make information within their knowledge available to Safety Representatives as necessary to enable them to fulfil their functions. Such information should include:

1. Plans of proposed changes in organisation insofar as they affect the health and safety at work of the employees.
2. Technical information relating to plant, material, substance hazards and the precautions deemed necessary to eliminate or minimise them.
3. Details of accident/injury statistics including dangerous occurrences and notifiable diseases.
4. Details of any surveys which have been carried out affecting health and safety of employees.

## Appendix 2

The Council is not obliged to provide information relating to national security, information likely to damage the organisation or anything related to an individual without prior consent or information concerning pending legal proceeding.

### **Joint Health, Welfare and Safety Committee – Objectives**

The main objectives of the committee shall be to promote co-operation between employees and employers in instigating, developing and carrying out measures to ensure the health, welfare and safety at work, of employees of the Council and of other persons who may be affected by its activities.

### **Health, Welfare and Safety Committee - Functions**

The committee have the function of keeping under review measures taken to ensure Health and Safety at Work of employees. In particular the Committee will include in their activities:

1. The study of accident and notifiable diseases statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
2. Examination of safety audit reports on a similar basis.
3. Consideration of reports and factual information provided by inspectors of The Health and Safety Executive.
4. Consideration of reports which Safety Representatives may wish to submit.
5. Assistance in the development of safety rules and safe systems of work.
6. To monitor the adequacy of safety and health communication and publicity in the workplace.
7. The provisions of a link with the appropriate inspectorates of the enforcing authority.
8. To consider the strategy for safety and accident prevention within the Council.

### **Informal Consultation**

All employees are encouraged to report and discuss, on a day-to-day basis, health and safety matters appertaining to their work or workplaces with their Supervisor/Foreman and Line Manager.

### **Health and Safety Information**

Information on health and safety developments, legislation etc will be provided at key workplace locations, other information will be provided through joint consultation channels; Council's notice boards, and day-to-day communication between Management, Supervisors/Foreman and Employees.