

RAYLEIGH TOWN COUNCIL
POLICY STATEMENT RELATING TO
HEALTH AND SAFETY AT WORK

Introduction

1. The Town Council will so far as is reasonably practicable ensure that the general duty of the health, safety and welfare of their employees is undertaken.
2. So far as is reasonably practical the Council will provide for all employees:
 - (a) Safe and healthy working conditions
 - (b) Safe working systems
 - (c) If required suitable safety devices and protective clothing together with adequate training in their use.
3. The Council requires that employees shall co-operate fully in any scheme designed to secure the health, safety and welfare, of employees or the general public. Employees shall:
 - (a) Make themselves familiar with and comply with any rules, procedures made of prescribed under, or in accordance with the Health and Safety at Work Act 1974 or other legislation, or the Council's Health and Safety Policy.
 - (b) Work safely and efficiently, taking care not to endanger the health, safety and welfare of themselves, other employees or the general public.
 - (c) Work in accordance with any safety procedures or instructions issued by the Council.
 - (d) Report all accidents and record them in the accident book including any 'near miss' occurrences.
4. The Clerk of the Council, shall be responsible for bringing to the attention of the Council, health and safety matters and implementation of any relevant matters.

General Working Environment

Ventilation/ Temperature

The workplace will be adequately ventilated by the use of fresh clean air via window openings or necessary ventilation system. A comfortable temperature shall be maintained in the workplace, usually no lower than 16°C.

Lighting

Lighting will be maintained at a sufficient level to enable people to work and move about safely.

Cleanliness and Waste Material

The workplace will be kept in a clean condition and the removal of waste shall be carried out by an effective method. Suitable receptacles will be provided for any such waste.

Work Room, Space, Workstations and Seating

Work Room and space will be adequate so as to allow people to move about with ease and shall be adequate for the nature of the work. Workstations will be suitable for the persons using them and seating will be provided which gives adequate support for the lower back and foot rests if so required.

Smoking

The Town Council operate a no smoking policy, the Smoking of tobacco and other substances is not permitted in the offices.

Safety

Maintenance

The workplace, equipment and systems will be maintained in efficient working order. Any necessary required maintenance will be undertaken accordingly.

Manual Handling

Where possible employees will avoid the need to undertake hazardous manual handling. However if goods must be handled this will be done in accordance with the Manual Handling leaflet kept with this Policy.

Welfare

Sanitary and Washing

Suitable sanitary conveniences and washing facilities shall be provided and shall be kept in a clean and tidy condition.

Drinking Water

A supply of drinking water will be supplied.

First Aid

A suitably equipped first aid box will be available. Employees must:

- (a) Take reasonable care for the health and safety at work of themselves and other persons who may be affected by their acts or omissions at work.
- (b) Not interfere or misuse anything provided in the interest of health, safety or welfare.
- (c) Take care that the public is not exposed to any hazards from work processes.
- (d) Ensure that heavy articles are handled correctly
- (e) Take care not to misuse any equipment or machinery.
- (f) Take care not to misuse or handle incorrectly any chemicals.
- (g) Do not neglect safety or manufacturers instructions.

Emergency Action

In an emergency action must be based on common sense, care and acquaintance with instructions. It is the responsibility of all staff to familiarise themselves with these instructions.

Fire

Raise the Alarm

Call the Fire Brigade (dial 999)

Instruct all persons to leave the Town Council Office area.

Leave the building via the nearest fire exit taking with you the yellow Town Council 'fire tag'

Go to the assembly point at the farthest point of the car park

Injury

All accidents both minor and major must be reported to the Clerk of the Council and recorded in the accident book provided.

In the event of major injury the Ambulance Service should be called immediately, injured person(s) should not be moved and should not be given food or liquid of any kind.

Risk Assessment

Regular risk assessments will be undertaken and recorded appropriately on the forms provided.