

## **BODMIN TOWN COUNCIL - HEALTH AND SAFETY**

### **2 ORGANISATION AND RESPONSIBILITIES**

#### **2.1 Overall Responsibility**

The Town Clerk has overall and final responsibility for Health and Safety.

#### **2.2 In particular he will ensure that:**

- Bodmin Town Council's safety policy is effectively implemented;
- Adequate resources are available for the provision of appropriate health, safety and welfare arrangements;
- The policy is regularly reviewed and where necessary amended;
- That competent persons are nominated to provide assistance on Health and Safety and that external Health and Safety advice is sought where necessary; and
- Notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Council will ensure that suitable training is provided so that this role is effectively discharged.

#### **2.3 The Town Clerk, or Deputy Chief Executive in the absence of the Town Clerk, will have a general duty of care for the staff and the responsibility for ensuring the Bodmin Town Council's Health and Safety Policy and procedures are effectively implemented within Bodmin Town Council.**

This will include:

- Registering Work Equipment such as ladders, hoists, pressure vessels, local exhausts ventilation etc., and ensuring those statutory inspections are carried out by competent people;
- Ensuring all staff receive induction training at the start of employment and appropriate training, information and instruction relevant to their duties;
- Regularly reviewing training requirements and arranging training as necessary;
- Ensuring that Risk Assessments and safe working practices are reviewed regularly and updated as necessary;
- Ensuring that safety inspections are undertaken monthly and that defects are promptly rectified;
- Encouraging consultation and staff input on matters relating to health, safety and welfare where appropriate;
- Ensuring that all accidents are promptly reported and investigated;
- Arranging the distribution of Health and Safety information; and
- Ensure that COSHH assessments are completed and reviewed as necessary.

2.4 As Fire Officer, the Town Clerk, with due regard to advice from the Council's Fire Safety Consultant, will:

- Ensure compliance with the Regulatory Reform (Fire Safety) Order 2005;
- Ensure that correct fire plant is available and maintained at Bodmin Town Council premises;
- Ensure that Fire Safety Manuals are prepared and maintained for the Public Rooms, Shire House Complex (including the Suite) and the Parks Department Machinery Compound and appointment of Fire wardens as appropriate;
- Ensure compliance with fire certificates, test alarms, undertake fire drills, inspect and arrange maintenance of equipment, provide fire awareness training to staff; and
- Ensure implementation of the fire section of the Safety Policy throughout Bodmin Town Council.

2.5 Where additional advice is required this will be obtained from appropriate external agencies including the Health and Safety Executive, British Safety Council, the Council's Insurers and Fire Safety Consultant.

2.6 **General Safety Responsibilities of Line Managers and Supervisors.**

Line Managers and Supervisors have a general duty of care for the staff under their control and the responsibility for ensuring the Health and Safety Policy arrangements are effectively implemented within Bodmin Town Council. Their attitudes and actions will affect the safety ethos of the whole Council.

This will ensure that Statutory Risk Assessments e.g. as required by:

- The Control of Substances Hazardous to Health Regulations 1999;
- The Display Screen Equipment Regulations 1992;
- The Manual Handling (Operations) Regulations 1992;
- The Noise at Work Regulations 1989;
- The Regulatory Reform (Fire Safety) Order 2005; and
- General Risk Assessments as required by the Management of Health and Safety at Work Regulations 1999 are carried out and the content communicated to any staff affected.

In addition Line Managers/Supervisors will ensure that:

- Statutory Risk Assessments are reviewed as necessary;
- Significant risks in the workplace are adequately controlled before starting work;
- Safe working practices are reviewed regularly and updated as necessary;
- All accidents are promptly reported, recorded and investigated;
- Input is given to the Safety Committee on matters relating to health, safety and welfare;
- Their departmental areas are kept tidy and safe;
- Regular inspections of the storage use and maintenance of Personal Protection Equipment are carried out;
- Adequate supervision is given to operations involving significant risk e.g. abnormal lifting operations; and
- Such information, instruction, training and supervision as is necessary is provided.

2.7 In addition to the above, Line Managers / Supervisors will ensure that so far as is reasonably practicable:

- The use, handling, storage and transport of articles and substances are safe and without risks to health;
- Flammable liquids are stored in metal cupboards or lockers;
- Flammable materials are kept to a minimum;
- Employees and pedestrians are separated from traffic movements;
- Adequate machinery guarding is in place and used;
- Employees are trained in the Town Council's stacking and storage policy;
- Equipment is stacked safely and remains accessible; and
- Machinery has sufficient space around it for cleaning.

## 2.8 **Employees**

No health and safety programme can be successful without full co-operation and participation of employees and arrangements are in place to provide for employees to be consulted on matters of Health and Safety.

Employees are encouraged to put forward ideas and suggestions to improve the Health and Safety performance. Suggestions should be made to the Town Clerk or the Projects Officer.

Employees have a legal duty to take reasonable care for their own health and safety and that of others that may be affected by their acts or omissions. They also have a legal duty to co-operate with their employer on matters of Health and Safety, and a duty not to interfere with or misuse anything provided in the interests of health safety or welfare.

2.9 Employees will ensure that they:

- Work in accordance with the training and instructions given;
- Follow the safety arrangements and procedures established for their work activities and comply with any steps taken by their Line Manager / Supervisors;
- Make use of all safety equipment, guards and Personal Protective Equipment (PPE) provided;
- Advise Line Managers of any deficiencies in the health and safety arrangements that come to their attention, including faults or defects in machinery, PPE, guards and other control measures. Staff should cease using machinery which is unsafe and advise the Foreman/line manager or get it repaired;
- Bring to the attention of their Line manager any issues of work related illness that they feel is having an effect on them, including when they are experiencing increased levels of pressure; and
- Accept opportunities for counselling and / or advice from the Occupational Health advisors when recommended.

In this way employees can play their part in making the workplace healthier and safer for themselves and their colleagues.

2.10 Breaches of the safety rules or interfering with safety equipment will be treated as a serious disciplinary offence.

Generic Risk Assessments and procedure notes are contained in Part 3 – copies available on deposit in the Executive Assistant's Office.

Section No.	Title
3.1	Hazard Identification and Risk Assessment
3.2	Monitoring Procedures
3.3	Consultation Arrangements
3.4	Accident Reporting and Investigation
3.5	Safety Training
3.6	First Aid
3.7	Fire Procedures
3.8	Work Safety Procedures
3.9	Personal Protective Equipment
3.10	Lifting and manual Handling of Loads
3.11	Control of Substances Hazardous to health Regulations (COSHH)
3.12	Electrical Safety
3.13	Display Screen Equipment
3.14	Housekeeping
3.15	Asbestos
3.16	Legionella
3.17	Contractors on Council Property
3.18	Lone Working
3.19	Violence to Staff
3.20	Public Events / Activities on Council Land
3.21	Safe Driving at Work Policy
3.22	Operation of Grass-cutting / Strimming Machinery
3.23	Operation of Tractor and Accessories / Attachments
3.24	Sun Exposure to Outside Workers
3.25	Grave Digging
3.26	Memorial Safety