

Berwick-upon-Tweed Town Council



Health and Safety Policy

1. Policy Statement

- 1.1. Berwick Town Council recognises that it has statutory obligations to provide and maintain safe and healthy working conditions, equipment and safe systems of work for all its staff, contractors and members of the public in line with the Health and Safety at Work Act 1984
- 1.2. It is our policy to provide information, instruction, training and supervision for this purpose, as far as is reasonably practicable.
- 1.3. Berwick Town Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all staff, whatever their status, in the promotion of strategies and procedures to achieve the objectives of this Policy.
- 1.4. The arrangements for the implementation of this Policy are set out in Sections 2 and 3
- 1.5. The Policy will be kept up to date as required and to ensure this, the Policy and the way it is operated, will be reviewed annually.
- 1.6. A copy of this Policy is issued to all staff and Councillors.

2. Section 2: Health and Safety Responsibilities (see also Table 1, page 5)

2.1. Berwick Town Council

- a) Maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments and Method Statements (where needed) to be undertaken for all different activities where appropriate and reviewed at least on an annual basis.
- b) Monitor and review the hazard management programme to take account of changes within the workplace or activities.
- c) Ensure all staff have the opportunity to participate in the development of good working practices, have all relevant documentation relating to health and safety, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- d) Ensure all necessary personal protective equipment is provided to staff, that they are trained in its use and proper maintenance and storage.
- e) Encourage all staff to set a high standard of health and safety management.
- f) Ensure all contractors comply with the necessary health and safety standards.

2.2. Staff

- a) Take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b) Co-operate with Berwick Town Council to achieve a healthy and safe workplace, and to report any health and safety problems that arise which they are unable to resolve themselves.

- c) Carry out their duties in a way that does not adversely affect their own health and safety, or that of others, and to ensure that appropriate personal protective equipment is used at all times.
- d) Not misuse any equipment provided in the interests of health and safety and their welfare.
- e) Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

3. Section 3: Health and Safety Systems and Procedures

3.1. General Safety and Conduct of Staff

- a) Staff are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end, the Health and Safety Policy is a document that must be read, understood and implemented by all staff
- b) A declaration by the employers must be read, understood and implemented by all staff.
- c) A declaration by the employee must be signed when the policy has been read and understood. Staff must not promote or participate in any action that may result in accident or injury.

3.2. Accidents

- a) It is the injured person's responsibility to notify the Chief Officer or Operations Manager, who will record it in the accident book. Should the accident be reportable to the Health and Safety Executive this will be done by the Chief Officer or Operations Manager in their absence.

3.3. First Aid

- a) All BTC Employees will hold an up to date First Aid At Work Qualification.
- b) First Aid box in the Ramparts unit is sited at the tea/coffee preparation area.
- c) First Aid Box in the Marygate Office is sited in Kitchen Area
- d) There will also be a First Aid Box in each Council vehicle.

3.4. Safety Training

- a) All staff to be given training relating to evacuation procedures, accident procedures and availability of first aid.
- b) Other training to be carried out as the need arises and training records to be kept.

3.5. Fire Precautions

- a) Fire procedures are displayed at all exits. This needs to be checked is in place.
- b) Fire drills to be carried out annually 6 monthly.
- c) The assembly point for Ramparts Unit is at [REDACTED].
- d) The assembly point for Marygate Office is by the bin store in rear the car park.
Note the fire assembly point sign on the fence.
- e) The fire alarm system to be checked weekly by the office staff at Marygate office and by Wardens at Ramparts unit, recorded in fire book.
- f) All fire extinguishers and appliances, and the overall fire alarm system, will be checked annually by properly qualified contractors and Berwick Town Council retains a copy of the log book.

- g) Emergency lights tested monthly by office staff in Marygate office and by Wardens in the Ramparts unit and annually by an appropriately qualified contractor.

3.6. Electrical Safety

- a) All portable appliances to be checked annually by an appropriately qualified contractor.
- b) An electrical check in accordance with the Electricity at Work Regulations 1989 to be done annually.

3.7. Manual Handling

- a) Berwick Town Council follows the Health and Safety Executive guidelines for lifting and no employee is expected to lift over 20kg without assistance unless the individual feels confident to do so safely.
- b) All staff that may be involved in physical handling will be trained in the correct procedures to adopt.

3.8. Display Screen Equipment

- a) All staff to be informed of the various health conditions associated with the use of display screen equipment.
- b) All staff to receive training in the correct use of computers, the positioning of desk, chair, monitor, etc. to enable them to avoid the various ill health problems.
- c) All staff to be aware that their employer will provide an eye test should it be required and provide reimbursement towards glasses as the law provides.

3.9. Archived Materials and Storage

- Adequate storage is to be provided for archived files and other combustible materials and if practicable in a location separate from office accommodation.

3.10. Lone Working

- a) A separate policy is provided by Berwick Town Council for Lone Working.

3.11. Risk Assessments

- a) Risk assessments to be carried out for all tasks undertaken by BTC employees and a copy will be stored at a minimum in the BTC Marygate Office.
- b) Wardens will have a copy both in the Ramparts Unit and in their work vehicle.
- c) All risk assessments will be reviewed at a minimum annually.

4. Some key Health and Safety Legislation

4.1. In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. This policy does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of this policy are complied with, the legal requirements will be achieved.

4.2. The following will be printed and kept with the policy for ready access by staff.

- a) Health and Safety at Work etc. Act 1974
- b) Health and Safety (Consultation with Employees) Regulations 1996
- c) Health and Safety (Display Screen Equipment) Regulations 1992
- d) Health and Safety (First Aid) Regulations 1981 (as amended)
- e) Health and Safety Information for Employees Regulations 1989 (as amended)
- f) Health and Safety Offences Act 2008

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- g) Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- h) Health and Safety (Training for Employment) Regulations 1990
- i) Management of Health and Safety at Work Regulations 1999 (as amended)
- j) Manual Handling Operations Regulations 1992 (as amended)
- k) Personal Protective Equipment at Work Regulations 1992 (as amended)
- l) Personal Protective Equipment Regulations 2002
- m) Provision and Use of Work Equipment Regulations 1998
- n) The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- o) Regulatory Reform Fire Safety Order 2005
- p) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- q) Work at Height Regulations 2005 (as amended)
- r) Workplace (Health, Safety and Welfare) Regulations 1992
- s) Working Time Regulations 1998 (as amended)

5. Revision of this Health and Safety Policy

5.1. Berwick Town Council will revise this policy as often as may be necessary to ensure its contents remain accurate and valid in light of changing practices and statutory requirements.

5.2. At a minimum, this policy will be reviewed every three years.

5.3. All risk assessments and training records to be kept available for inspection.

Approved and adopted: _____ Review in 3 years: _____

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Table 1. Safety responsibilities

Area of health and safety work	Council	Chief Officer	Ops Man	Staff
Managing health and safety at work				
Accident, incident, ill health reporting and investigation				
Workplace H&S Consultation - One-to-one				
Risk Assessment and Hazard Reporting				
Occupational Health and Health Surveillance				
Lone Working				
Health & Safety Training				
Health & Safety of Visitors				
Personal Protective Equipment				
Home Working				
Safe Systems of Work				
Action on Enforcing Authority Reports				
Equality and Disability Discrimination Compliance				
H&S Information for Employees				
Fire Safety - Arrangements and Procedures				
First Aid				
Welfare, staff amenities, rest rooms & the working environment				
Housekeeping and Cleaning				
Pest Control				
Building Services				
The control of hazardous & non-hazardous waste				
Access, egress, stairs & floors				
Windows, glass & glazing in the workplace				
Workplace signs				
Working in the open air				
Water temperature control				
Premises				
Working in the sun				
Electrical safety				
The provision, use & maintenance of work equipment				
Hand tools				
Office equipment				
Storage of chemical substances & agents				
Control of flammable liquids				
Slips, trips & falls				
Special events				
Compressed air equipment				
Pressure systems				
Work at height				
Access equipment				
Workplace transport & pedestrian control				
Battery charging and use				
Occupational road safety				
The prevention of sharps and needlestick injuries				
Water hazards				

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Table 1. Safety responsibilities

Area of health and safety work	Council	Chief Officer	Ops Man	Staff
Safety in food preparation environments				
Hand arm vibration				
Zoonoses (infectious disease)				
Working time and shift working				
Limb Disorders WRULD				
Leptospirosis				
Manual handling				
Display Screen Equipment & user eye tests & spectacles				
Legionella control				
Radon				
Use of chemical agents & substances				
Horticultural chemicals & substances				
Asbestos at work - no Premises & off-site risk				
Control of noise at work				
Stress in the Workplace				
Aggression & violence in the workplace				
Occupational asthma				
Dermatitis				
Playgrounds/MUGA/BMX track				
Work with Children				
Contractor control & management				
CDM - client				