



SUDBURY TOWN COUNCIL

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF POLICY

Sudbury Town Council's ("the Council") policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

The allocation of duties for safety matters and the particular arrangements the Council make to implement this policy are set out below.

As the Council's activities change in nature and size the policy will be amended accordingly. The policy and how it has operated will be reviewed every year by the Town Council. Although Risk Assessment is a continuing process, it shall also form part of the annual review.

RESPONSIBILITIES

Overall and final responsibility for Health and Safety in the Council and for compliance with the current Health and Safety Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out at all the Council's properties and the Deputy Clerk or the General Manager will be responsible as his/her deputy.

All employees have the responsibility to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health and safety problem which they are unable to put right they must inform the Town Clerk or Deputy Town Clerk immediately

The Accident Record Book is kept in the Council Offices, Town Hall, Sudbury.

Accidents shall be reported to the Town Clerk, Deputy or Facilities Manager who will record them in the Accident Book.

FIRST AID

First Aid boxes are located in the kitchen on the ground floor at the Town Council offices. They are the responsibility of the Town Clerk or Deputy Town Clerk and must be regularly inspected to ensure their contents are adequate. Nominated First Aid personnel will be required to complete up to date certified and recognised training.

FIRE SAFETY

Fire extinguishers at the Town Council offices should be visually inspected once a month by the Facilities Manager. Fire extinguishers shall be maintained annually.

All electrical equipment shall be tested annually and the relevant certification obtained.

A fire drill shall be held annually at the Town Council offices.

Fire exits shall be kept free from obstructions.

TRAINING

The Town Clerk and Facilities Manager are responsible for training

GENERAL ADVICE

The following is intended as general advice only. Specific areas, i.e. manual handling are detailed in documentation available from the Facilities Manager.

1. All employees have a duty to take reasonable care of themselves and others.
2. Employees should notify the Clerk immediately if they become aware of a potential health and safety issue.
3. Employees should read all literature pertaining to health and safety.
4. Employees should undergo any training deemed necessary by the Town Clerk or Facilities Manager.

SMOKING

Smoking is not permitted at any time during working hours anywhere in the Town Council Offices or whilst working in outdoor spaces.

Smoking is permitted during rest breaks in designated smoking areas out of view from members of public. Please contact your line manager for further details.

LONE WORKING

Sudbury Town Council recognises the risks posed to any of its employees required to work alone and will take all necessary precautions to minimise those risks.

LONE WORKING IN THE TOWN COUNCIL OFFICES

- a) Staff working alone have the responsibility to take reasonable care of themselves and other people affected by their work.
- b) Staff working alone should ensure the office door is secure and entry to the building by visitors, etc. is within their control. Staff should check credentials if they are not satisfied as to the bona fides of any visitor acting in an official capacity (Electricity suppliers, water suppliers etc.).
- c) Staff should be trained in emergency procedures (fire, etc.)

LONE WORKING ON SITE

- a) Staff should be in ready contact with the office through a mobile phone or similar.
- b) A separate risk assessment should be prepared for any unusual or potentially dangerous site visit (i.e. construction site, gravel pit, etc.).
- c) Staff should be trained on how to handle potentially dangerous situations. These may include aggressive behaviour, being approached for valuables, etc.

OFFICES

HEATING, LIGHTING AND VENTILATION

Temperature must be a minimum of 60 degrees F and should be maintained at a comfortable level throughout the day.

Free standing heaters must not be used without authorisation. If so authorised they should comply fully with all fire regulations and the area around them should be kept clear of any flammable materials. They should also be sited away from chairs and desks.

Desks should be placed to gain the maximum amount of light. Free standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

ELECTRICAL EQUIPMENT

All electrical equipment should be inspected in accordance with the latest regulations.

Mains should not be overloaded. It is important that the correct socket outlet is used for each item of electrical equipment.

13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit the current load of the equipment being used. This is normally shown on the item of equipment in question. If in doubt seek advice from a suitably qualified person.

Only electrical equipment provided by the Council should be used. All mains should be switched off when not in use and plug tops removed from sockets overnight and at weekends.

Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.

Defective equipment should never be used. Staff should not attempt to repair electrical equipment unless competent to do so.

FURNITURE, FITTINGS AND EQUIPMENT

Heavy equipment and furniture should never be moved by individuals.

Office equipment whether manually or electrically operated must not be used by unauthorised or untrained personnel.

Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Drawers should be closed immediately after use. Drawers should be inspected every 6 months to ensure correct loading and operation. Damaged or defective drawers must not be used.

High shelves should only be reached through the use of steps provided for the purpose. It is dangerous to stand on desks or chairs and this should be avoided at all times.

FIRE PRECAUTIONS

Exit corridors landings and stair cases must be kept clear at all times.

Flammable materials should not be stored in the offices or corridors unless the storage is in a suitable fire resistant structure clearly marked "Flammable Materials."

Waste paper bins must be of a metal construction and be emptied each day.

EMPLOYMENT OF CONTRACTORS

It is the policy of Sudbury Town Council to ensure the Health and Safety, not only of our employees and visitors but also of the contractors that we use.

The Council will:

1. As far as reasonably practicable, assess the competence of contracting organisations prior to finalising contractual agreements;
2. Request information from the contractor on their Health and Safety Policy, where appropriate, procedures and their organisational structure for managing health and safety particularly on Council owned or managed sites;
3. Request copies of any risk assessments that concern the work to be carried out on our behalf;
4. Request copies of their insurance certificates in respect of Employer's Liability and Third Party risks;
5. Establish where appropriate local rules and guidelines for their operation whilst on the sites or working in areas to which the public have access, i.e. Grounds Maintenance;
6. Monitor as appropriate, their activities to ensure that they are not creating any risks or hazards to themselves or to Council employees, visitors or property;

A questionnaire to be given to outside contractors is attached as Appendix 1

APPENDIX 1 – CONTRACTOR’S HEALTH AND SAFETY QUESTIONNAIRE

Please answer the questions below and return with copies of the Health and safety documentation requested.

The answers given may affect your eligibility to carry out the work that your organisation has tendered for.

1. Please give a summary of your organisation’s experience in the relevant areas of work which you wish to carry out on our site(s).

(Attach additional sheets if necessary)

2. Where applicable, please attach copies of the following documents:
 - Health and Safety Policy Statement
 - Management structure for the management of health and safety within your organisation
 - Detailed individual responsibilities for health and safety within your organisation
 - Any sample generic risk assessments that may cover the work you intend to carry out on our premises
 - A copy of the Certificate of Employer’s Liability Insurance
 - A copy of the Certificate of Third Party and Public Liability Insurance
 - Copies of any statutory test certificates for equipment
 - Copies of any certificates of competence for vehicle or plant operators where applicable
 - Where applicable, licenses to operate (e.g. working with asbestos)
3. Do you have any accreditation to ISO 9000 or BS8800? If so please detail.

(Attach additional sheets if required)

4. What health and safety training has been provided for your employees, in particular those who will be working on our premises and any necessary additional training or qualifications for this particular contract?

(Attach additional sheets if required)

5. Which of your employees working on our premises will be specifically responsible for health and safety?

6. Give details of any competent professional advice or experience that you will have access to with respect to health and safety.

(Attach additional sheets if required)

7. Where applicable, please give details of any work that will be sub-contracted and your selection criteria for sub-contractors.

(Attach additional sheets if required)

8. Please give details of accident and incident statistics within your organisation within the last three years.

(Attach additional sheets if required)

9. Has your organisation had any health or safety enforcement action brought against the organisation or individuals within it? If so, please detail.

(Attach additional sheets if required)

10. Please give details of membership of any safety, trade or professional organisations. Please attach copies of registration documents or certificates.