

FRINTON AND WALTON TOWN COUNCIL

HEALTH and SAFETY POLICY

1. Health and Safety at Work Policy Statement

1. The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Council's activities.

2. Council Responsibilities

In order to discharge its responsibilities, the Council will:

- a. Provide an organisational structure that defines clear responsibilities for Health and Safety.
- b. Ensure that the systems and procedures relating to this Policy Statement are rigorously applied.
- c. Provide adequate control of the Health and Safety risks arising from our work activities.
- d. Consult with employees on matters affecting their Health and Safety.
- e. Provide and maintain safe plant and equipment.
- f. Ensure the safe handling and use of hazardous substances.
- g. Provide information, instruction and supervision for employees.
- h. Provide adequate training and ensure that all employees are competent to do their tasks.
- i. Maintain safe and healthy working conditions.
- j. Satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to Health and Safety matters.
- k. Bring this Policy Statement to the attention of all employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment.

3. Review

This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least three yearly and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.

4. Employees Responsibilities

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. Employees have a legal duty to ensure that their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work Act 1974. Employees must:

- a. Comply with any safety instructions and directions issued by the Council.
- b. Take reasonable care for their Health and Safety and the Health and Safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
- c. Co-operate with the Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Council by or under any of the relevant statutory provisions is complied with.
- d. Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- e. Use equipment or protective clothing provided in accordance with the training they have received.
- f. Report any potential risk or hazard or malfunction of equipment to the Chairman of Council and the Clerk.

Any failure by the employee to comply with any aspect of the Council's Health and Safety procedures, rules or duties will be treated by the Council as serious or gross misconduct.

Employees have a responsibility to observe all safety rules and to co-operate with the Clerk charged with responsibility for the implementation of the Council's Health and Safety policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

5. Smoking

The smoking rules have been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke. To ensure compliance with laws that ban smoking in public places (including workplaces):

- a. Smoking is prohibited throughout the entire workplace with no exceptions. This includes Council vehicles. This applies to all employees, consultants, customers and visitors.
- b. Smoking areas have been provided at the rear of the Columbine Centre and at the front of the Council Offices for this purpose.
- c. The Clerk shall ensure that all existing employees, consultants and contractors are aware of the smoking rules and of their role in the implementation and monitoring of them. They will also ensure that all new personnel are given a copy of the rules on recruitment or induction.
- d. Non-compliance with the smoking rules and relevant law will be treated as a disciplinary offence.

6. Fire

To minimise the risk of a fire:

- a. Employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission which employees believe may constitute a fire risk should be immediately notified to the Clerk, who will take the appropriate action.

b. All potential fire hazards will be identified and the risks assessed and reduced to an acceptable level.

c. Firefighting equipment will be provided and emergency lighting and fire alarm points fitted as appropriate, following a fire risk assessment.

d. The fire alarm will be tested regularly by The Senior Facilities Officer at the Columbine Centre and a specialist contractor at the Council House Office. Fire alarms will be tested periodically, without prior notice to employees.

e. Fire marshalling areas will be identified and located in areas beyond any danger from fire. Employees will be made aware of where they have to report in case of fire.

f. Details of the Council's fire/emergency procedures and exit and assembly points, are displayed on notice boards around the Council's premises. Employees must familiarise themselves with the Council's emergency procedures to minimise the dangers caused by fire.

g. Employees must ensure that they are aware of the nearest fire exit, and its alternative, for emergency use.

h. Employees must ensure that they are aware of the nearest fire extinguisher to your work location, its type and know how to operate it.

i. Regular fire drills will be held to ensure the Council's fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

j. On discovering a fire employees should:

- Operate the nearest fire alarm;
- Alert other people within your immediate vicinity;
- Not attempt to tackle the fire unless you have been trained to do so.

k. On hearing the fire alarm employees should:

- Not delay - evacuate the premises immediately;
- Not stop to collect personal possessions;
- Remain calm and proceed in an orderly manner;
- Not re-enter the premises or site until the Fire Brigade is satisfied that the premises and site are safe to re-enter.

N.B. Under no circumstances must employees put themselves or others at risk in a fire situation.

Policy agreed by Full Council: 9th March 2023

Review Frequency: 3 yearly

Next Review Due: March 2026