

# IMMINGHAM TOWN COUNCIL



## HEALTH & SAFETY POLICY

Approved July 2023  
Review July 2024

## **1. GENERAL STATEMENT OF POLICY**

- 1.1 Our 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.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

## **2. RESPONSIBILITIES**

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations\* made under the Act and the Occupiers Liability Act is that of the Town Council of Immingham. The Clerk is responsible for this policy being carried out at all the Council's premises.
- 2.2 The Council as the employer is responsible for overall safety. The staff and Councillors have a responsibility for safety and should bring any matters to the attention of the Clerk for action.
- 2.3 All employees have the responsibility to co-operate with supervisors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 Whenever an employee notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.5 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.
- 2.6 The Accident Record Book is kept in the Civic Centre.

## **3. FIRST AID**

- 3.1 First Aid boxes are located as follows:

Box 1: The community kitchen at the Hub.

Box 2: Reception at the Hub

Box 3: All vehicles

Box 4: Staff Area in the Hub

---

---

Box 5: Old Library

Box 6: Homestead Garages

3.2 Appointed persons responsible for boxes are:

Box 1: Caretaker

Box 2: Cleaner

Box 3: Drivers

#### **4. FIRE SAFETY**

4.1 Fire extinguishers shall be visually inspected quarterly in the Civic Centre by the Caretaker. Fire extinguishers shall be maintained annually as per the Fire Risk Assessment

4.2 The fire alarm system at the Civic Centre shall be tested weekly by the Caretaker. A fire drill shall be held at least annually at the Civic Centre.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

#### **5. TRAINING**

5.1 The Town Clerk has overall responsibility for training. This is managed through the Training Plan and Appraisal process.

#### **6. GENERAL ADVICE**

6.1 General advice to all employees is attached as Annex 5.

#### **7. SPECIFIC POLICIES**

7.1 Policies for particular premises and activities are attached as Annexes as follows: -

1. Offices.
2. Grounds Maintenance.
3. Caretaking and Cleaning.
4. Lifting and Handling.

#### **8. EMPLOYMENT OF CONTRACTORS**

8.1 The notes to be given to contractors are attached at Annex 6.

---

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Town Clerk and recorded in the Accidents Record Book. (*Held in reception*)

**10. SMOKING**

10.1 Smoking is not allowed in any building, public places or works vehicles.

**11. CoSHH**

Staff will take note and comply at all times with storage and handling instructions for all products and substances to which the CoSHH Regulations apply.

**12. GENERAL SAFETY RULES:**

- You must not operate any machinery and/or equipment without prior training.
- Any fault, damage, defect or malfunction of machinery, equipment or tools must be reported to your line manager immediately.
- You must read and comply with all notices and warning signs displayed on the premises.
- You must conform with all emergency procedures.
- Do not obstruct any fire escape route, fire equipment or fire doors. The use of, or damage to any fire fighting equipment must be reported to ITC staff immediately.
- All injuries sustained must be reported and recorded in the Accident Book.
- All dangerous occurrences must be reported to the Town Clerk.
- Any medical condition which may affect the safety of yourself or others must be reported to your Line Manager.
- Work areas must be kept in a clean and tidy condition.
- Any liquid spillages must be cleaned up as soon as possible.
- All items of protective equipment/clothing must be used as instructed.
- Any loss, damage, fault or unsuitability of protective equipment/clothing must be reported to the Town Clerk

**NOTE**

Electricity at Work Regulations 1989

The Management of Health & Safety at Work Regulations 1992

Manual Handling Operations Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations 1992

The Provision and Use of Work Equipment Regulations 1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Control of Substances Hazardous to Health (COSHH) Regulations 1994

The Fire Precautions (Workplace) Regulations 1997

The Health & Safety (Young Persons) Regulations 1997

---

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c) Office lighting. 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.
- d) Display Screen Equipment assessments should be undertaken.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13-amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus, fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3-amp fuse; 2-bar heater, kettle: 13-amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used in communal areas and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- e) 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 5m in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.
- g) PAT testing will be undertaken on a periodic basis

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
-

- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

#### 4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the 2021 Fire Safety Policy displayed in the offices.
  - b) Exit corridors, landings and stair cases must be kept clear at all times.
  - c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire, resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
  - d) Waste paper bins must be emptied each day.
-

## GROUPS MAINTENANCE

## Annex 2

1. Machinery/equipment should be used as per manufacturers recommendations
  2. Training should be undertaken on new machinery/equipment
  3. Check should be undertaken prior to using machinery/equipment and not used if there is an issue
  4. Daily vehicle inspection sheets should be completed
  5. Maintenance should be taken at routine intervals
  6. It is important to keep machinery/equipment in a clean condition
  7. Machinery/equipment should be suitable for the job being undertaken
  8. Risks should be assessed and if in doubt work should not begin
  9. Risk Assessments are discussed at Appraisal
  10. Defective machinery/equipment should be reported immediately
  11. Defective Street furniture, benches, play equipment etc should be reported immediately
  12. Fuels and chemicals should be stored using manufacturers recommendations
  13. Never put yourself at risk, as for help or advice
  14. Always use the correct PPE and ask if new items required
-

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects, and stored away safely after use.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
  - a) Structural faults which appear dangerous.
  - b) Floor coverings, etc. which cause a tripping hazard.
  - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
  - d) All accidents, however small, should be reported.

**YOU SHOULD NOT:**

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

**YOU SHOULD:**

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
  - h) Dispose of aerosol cans in the recommended way.
  - i) Dispose of soiled materials in sealed bags.
-



## **LIFTING AND HANDLING**

## **Annex 4**

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually: -

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

## **GENERAL ADVICE TO ALL EMPLOYEES**

## **Annex 5**

1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

### 3. FIRE PRECAUTIONS

#### READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

## **NOTICE TO CONTRACTORS**

## **Annex 6**

For Immingham Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements: -

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
  2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
  3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
  4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the
-

safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.

5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
  6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
  7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
-