

OFFICERS AND MEMBERS' HEALTH AND SAFETY POLICY AND PROCEDURES



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Contents

Policy Outline.....	5
Health and Safety Policy.....	6
Health and Safety General Policy Statement.....	7
Health and Safety Management Structure.....	8
Health and Safety Management Responsibilities.....	9
Responsibility Table.....	12
Relevant Legislation.....	15
Safety Arrangements Table.....	17

Policy Outline

General Policy

A declaration of the Council's intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of the Council's Officers and Members in achieving these goals.

Responsibilities

This section sets out the health and safety responsibilities of key personnel within the Council.

Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of the Council's health and safety regime.

Safety Records (this section may be in a separate folder)

This section contains;

- An Annual Review of the Council's Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive set of the Council's records relating to statutory examination periodic inspection and testing of the work equipment and installations used by the Council.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

Health and Safety Policy

General Policy

This Health and Safety Policy contains a plan detailing how we manage the Council's health and safety issues. The policy sets out the Council's commitment to manage risks and provide good standards of health and safety and also to meet the Council's legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been prepared after a full appraisal of the Council's health, safety and welfare requirements and will be reviewed every year.

Health and Safety General Policy Statement

This is a declaration of the Council's intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of Officers and Members towards achieving these goals. The General Policy statement is brought to the attention of all Officers and Members by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in the Council's premises.

Responsibilities

This part of the Policy details the health and safety responsibilities of key personnel within the Council. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which the Council's business is responsible.

To assist us with the Council's duty we have retained Peninsula to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot transfer the Council's responsibility for managing health, safety and welfare within the workplace to others outside the Council's employ. Use of the above documents will aid the Council's success in fulfilling these responsibilities.

BIGGLESWADE TOWN COUNCIL

Health and Safety General Policy Statement

Biggleswade Town Council recognises that it has responsibilities for the health and safety of the Council's workforce whilst at work and others who could be affected by the Council's work activities. We will assess the hazards and risks faced by the Council's workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

The Council's managers and supervisors are made aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of the Council's workforce and anyone else likely to be affected by the operation of the Council's business.

This Council intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with the Council's Officers and Members on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for the Council's workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in the Council's health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resources required to make this policy and the Council's health and safety arrangements effective.

We also recognise;

- the Council's duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- the Council's duty to co-operate and work with other employers and their workers, when their workers come onto the Council's premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve the Council's objectives and ensure the Council's Officers and Members recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes the Council's specific health and safety rules.

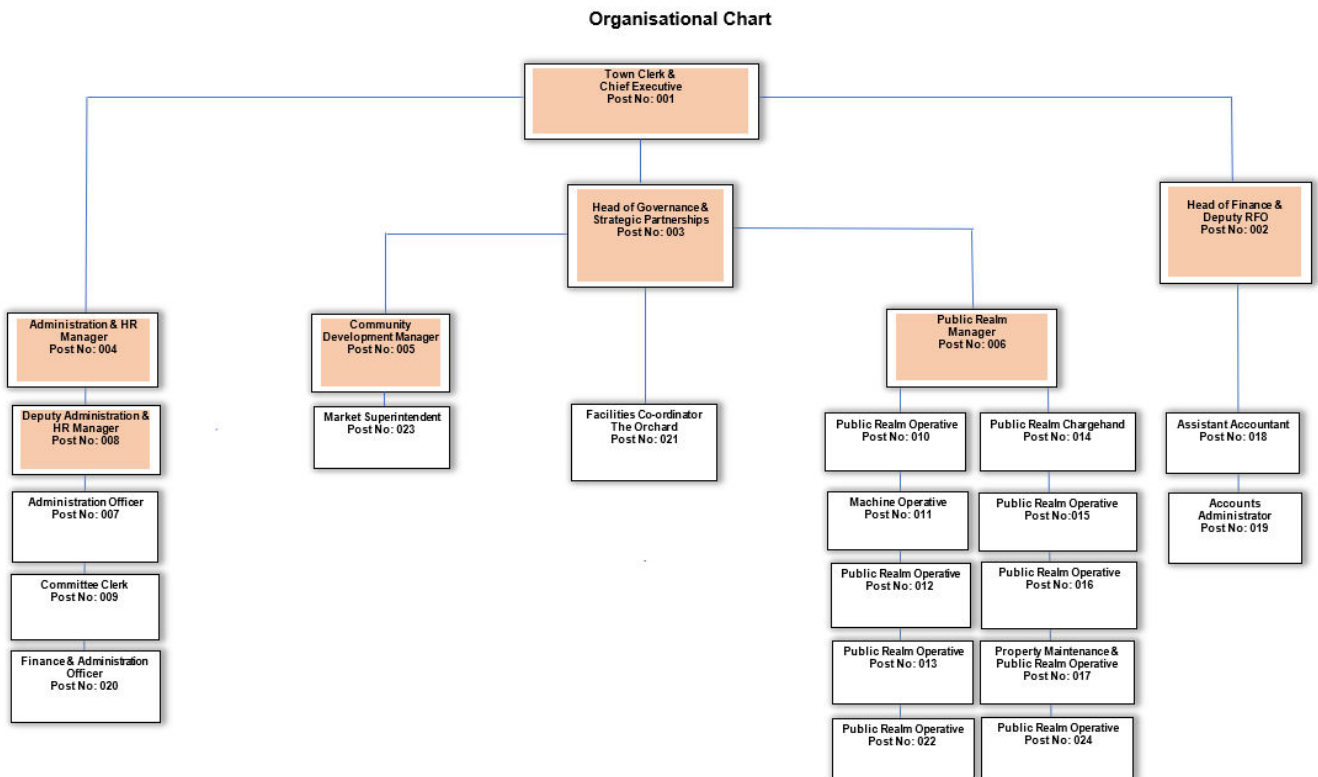
Signature Date .

Position

Health and Safety Management Structure

Although the Town Clerk has overall accountability for the implementation of this policy, day to day responsibility for particular issues has been delegated to key personnel.

The management structure within the Council's business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Table which appears later in this document.



Health and Safety Management Responsibilities

In managing Health and Safety matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others as set out below.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with Officers and Members on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all Officers and Members receive appropriate health and safety training.
- Provide measures to protect the health and safety of Officers and Members working alone.
- Monitor the health and safety performance of the Council.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control Officers and Members exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.
- the Town Council are subject to RIDDOR. If an employee has an accident at work and is off sick for more than seven days as a result, the Council need to report this to HSE under RIDDOR. HSE will then confirm whether they will investigate this accident or not.

Fire and Emergency Arrangements

Ensure that;

- Required arrangements are in place to deal with fire safety at the Council's premises.
- Officers and Members are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Required Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for Officers and Members with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the Council is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that Officers and Members are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies the managers and supervisors they are allocated to. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

Employee and workers' responsibilities

The Council's policy takes account of the specific statutory duties placed on people to take care of their own health and safety whilst at work and for that of others. Specifically we expect Officers and Members to;

- Ensure that the Council's policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.
- Follow booking on and off site procedures at all sites (including head office).
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the Council in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment.
- Report any Good Catches, incidents, accidents and non-conformances to the H&S manager.

- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all Council vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of the Council's completed Safety Record Forms and also by using Periodic Workplace Checklists. The Town Clerk has overall accountability for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether the Council's existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and reviewing helps us to check the effectiveness of the Council's Safety Management System.

Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to management positions.

Key

TC - Town Clerk & Chief Executive

HGSP - Head of Governance & Strategic Partnerships

HFDR - Head of Finance & Deputy RFO

PRM - Public Realm Manager

CDM - Community Development Manager

AHRM - Administration & HR Manager

Safety arrangements	TC	HGSP	HFDR	PRM	CDM	AHRM
Managing Safety & Health 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	✓	✓	✓	✓	✓	✓
Substance & Alcohol Abuse	✓	✓	✓	✓	✓	✓
Purchasing	✓	✓	✓	✓	✓	✓
New and Expectant Mothers	✓	✓	✓	✓	✓	✓
Employing Children & Young Persons	✓	✓	✓	✓	✓	✓
Lone Working	✓	✓	✓	✓	✓	✓
Health & Safety Training	✓	✓	✓	✓	✓	✓
Health & Safety of Visitors	✓	✓	✓	✓	✓	✓
Personal Protective Equipment				✓		✓
Safe Systems of Work	✓	✓	✓	✓	✓	✓
Action on Enforcing Authority Reports	✓					✓
Equality and Disability Discrimination Compliance	✓	✓	✓	✓	✓	✓
H&S Information for Officers and Members	✓					✓
Fire Safety - Arrangements and Procedures	✓	✓	✓	✓	✓	✓
First Aid						✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓	✓	✓	✓	✓	✓
Housekeeping and Cleaning	✓	✓	✓	✓	✓	✓
Building Services	✓					✓
The Control of Hazardous & Non Hazardous Waste				✓		
Access, Egress, Stairs & Floors	✓	✓	✓	✓	✓	✓
Windows, Glass & Glazing in the Workplace	✓	✓	✓	✓	✓	✓

Safety arrangements	TC	HGSP	HFDR	PRM	CDM	AHRM
Workplace Signs				✓		✓
Working in the Open Air. Working in the Sun				✓		
Premises	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓
The Provision & Use of Machinery				✓		
The Safe Use of Machinery				✓		
Abrasive Wheels				✓		
Lifting Equipment & Lifting Operations				✓		
Work at Height				✓		
Occupational Road Safety				✓		
The Prevention of Sharps and Needlestick Injuries				✓		
Water Hazards				✓		
Safety in Food Preparation Environments	✓	✓	✓	✓	✓	✓
Hand Arm Vibration				✓		
Work Related Upper Limb Disorders WRULD				✓		
Manual Handling				✓		
Display Screen Equipment & DSE User Eye Tests Spectacles						✓
Legionella Control						✓
Use of Chemical Agents & Substances				✓		
Asbestos at Work-ACMs Present & No Off Site Risk	✓	✓	✓	✓	✓	✓
Control of Noise at Work	✓	✓	✓	✓	✓	✓
Stress in the Workplace	✓	✓	✓	✓	✓	✓
Aggression & Violence in the Workplace	✓	✓	✓	✓	✓	✓
Dermatitis				✓		
Playgrounds				✓		
Contractor Control & Management	✓	✓	✓	✓	✓	✓
Roof Work - building maintenance using external contractors						✓
CDM - Client	✓	✓	✓	✓	✓	✓

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the Council has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. The Council's Health and Safety Management System 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 the Council's Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK).

Not every piece of the legislation will apply to the Council's operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)

- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-12	Employing Children & Young Persons	v1
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-13	Working in the Open Air. Working in the Sun	v3
SA3-15	Premises	v2
SA4-1	Electrical Safety	v2
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-10	The Provision & Use of Machinery	v1
SA4-11	The Safe Use of Machinery	v1
SA4-13	Abrasive Wheels	v1
SA4-17	Lifting Equipment & Lifting Operations	v1
SA4-20	Work at Height	v2
SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-33	Water Hazards	v2
SA4-35	Safety in Food Preparation Environments	v1
SA5-1	Hand Arm Vibration	v1
SA5-6	Work Related Upper Limb Disorders WRULD	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16D	Asbestos at Work-ACMs Present & No Off Site Risk	v1
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA5-26	Dermatitis	v1
SA6-10	Playgrounds	v1

Ref. Number	Title	Publication Date
SA7-2	Contractor Control & Management	v1
SA7-3	Roof Work	v1
SA7-4a	CDM - Client	v2