

HEALTH AND SAFETY POLICY AND GENERAL SAFETY ARRANGEMENTS
(Adopted 18 February 2014, revised 21 April 2022, Reviewed May 2025)

**Issued in accordance with the Health and Safety at Work, etc., Act 1974
and associated relevant legislation.**

This Policy is to ensure that the health, safety, and welfare of Council employees is safeguarded.

Councillors, and everyone employed by the Council, are responsible for making sure that this policy is put into practice. It is important that responsibilities are taken seriously to ensure that everyone is able to work in a safe and healthy environment.

Policy statement

- Tuxford Town Council (the Council) recognises and accepts its responsibilities as an employer. It is committed to effectively implementing this policy and to making sure, as far as it reasonably can, that the health, safety and welfare at work of its employees and others is secured.
- The Council also fully accepts its responsibility for other people who may be affected by its activities.
- The Council will provide adequate resources to make sure the policy is implemented effectively.
- The Council believes that the prevention of all accidents involving personal injury or property loss and the prevention of work related ill health, is essential for the efficient operation of the Council.
- The main responsibility for safe operations and places of work rests clearly on management and supervision, although each individual has a responsibility for their own and other people's safety.
- The Council will meet its responsibilities by paying particular attention to the risk assessment process and by providing and maintaining :
 - Plant, equipment and systems of work that are safe and without risk to health.
 - Safe arrangements for the use, handling, transport and storage of articles and substances.
 - Sufficient information, training, instruction and supervision to allow all employees to avoid hazards and contribute positively to their own health and safety at work.
 - A safe place to work and access to it.

- A healthy working environment.
- Adequate welfare facilities.
- Adequate arrangements for employees to raise health and safety issues.
- The Council will make sure that this policy is followed and put into practice.
- All employees will be told about this policy and will be given a copy. The policy will be kept under review. It may be added to by further statements about work in particular sections or about groups of employees.

Organisation

- Although every employee has a duty to look after the safety of him/herself and others, including members of the public, the Council accepts that whoever manages any employee has the responsibility for their safe working. The Council is the manager of the Clerk and the Clerk is the manager of all other employees.
- The Council accepts its duty to consult its employees on health and safety matters.
- The Council will make sure that contractors engaged by the Council are qualified and experienced to do the work they have been contracted to do and follow appropriate health and safety procedures whilst doing their work.

Responsibility of Councillors

- Make sure that there is an effective policy for health and safety in the Council.
- Make sure that systems are in place in the Council about accidents at work, health risks at work and, also, risks to members of the public from any activity of the Council.
- Regularly review how effective the policy is and make sure that any necessary changes are made.
- Be familiar with the basic requirements of the Health and Safety at Work, etc., Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated relevant legislation which affects the Council.
- Make sure that adequate resources are made available to meet the needs of new health and safety legislation.

Responsibility of the Clerk

- Make sure systems and procedures are in place that will allow the Council's Health and Safety Policy to be fully implemented throughout the Council.

- Take a direct interest in that policy and fully support everyone who helps to carry it out.
- Be familiar with the requirements of the Health and Safety at Work, etc., Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated relevant legislation and codes of practice which affect the Council.
- Make sure the policy is followed for all activities and operations under his/her control and actively encourage and promote health and safety at work.
- Make sure that all employees are given adequate and appropriate information, training and instruction to allow them to carry out their tasks safely.
- Introduce working procedures so that each job is carried out to the required standard with the minimum risk.
- Make sure all Risk Assessments, Control of Substances Hazardous to Health Assessments and Visual Display Screen Equipment Assessments have been carried out and that they are reviewed annually.
- Make sure appropriate First Aid equipment is available and that enough employees are trained in First Aid.
- Make sure that adequate information, instruction and supervision is given so that work is carried out safely.
- Identify the safety training needs of employees and, where possible, make sure that safety training is part of on-the-job training.
- Carry out systematic and periodic inspections of workplaces.
- Make sure that all accidents and "near-misses" are properly recorded and reported, that investigations are carried out and any remedial action taken.
- Liaise, where necessary, with outside bodies such as HM Inspectors of the Health and Safety Executive and the health and safety Local Council Advisory Service (LCAS) of Zurich Municipal.

Responsibility of Chargehand Handyman

- Be aware of the basic requirements of the Health and Safety at Work, etc., Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated relevant legislation and codes of practice relevant to the work involved.
- Make sure that employees, contractors and visitors are aware of health and safety procedures.
- Make sure that any defects in premises, plant and equipment are rectified or brought to the attention of the Clerk without delay.
- Maintain safe access to and exit from the workplace at all times.

- Carry out safety checks regularly.
- Carry out and record risk assessments.
- Record and report accidents and incidents.

Responsibility of Employees

- Be familiar with the safety regulations of the Council.
- Take reasonable care for their own health and safety, particularly when working outside on their own.
- Consider the safety of other people who may be affected by their acts or failure to act.
- Work in line with information, instruction and training provided.
- Use supplied equipment, machinery and protective clothing safely and in accordance with the suppliers' information and instructions and any training given.
- Not deliberately misuse or recklessly interfere with anything that has been given to them for health and safety reasons.
- Report to their manager, without delay, any hazardous faults in plant and equipment, or problems with the existing safety arrangements,
- Not do any task where they have not been given permission and/or training.

General Safety Arrangements

Disabled people

The particular needs of disabled people (employees and others) should be considered when dealing with any of the following.

Fire

- Anyone discovering a fire should raise the alarm, using the system for that workplace. If possible, an attempt should be made to put the fire out using any fire appliances available, but only if this does not put personal safety at risk.
- THE FIRE BRIGADE MUST BE CALLED TO ALL FIRES.
- Employees should know:-

where the emergency fire evacuation procedure is located;
 what the emergency fire evacuation procedure is;
 the nearest telephone;

the nearest fire extinguishers and how to use them.

Control of Substances Hazardous to Health (COSHH)

- The Council will take all reasonable steps to make sure that its employees and other people, are not exposed to substances hazardous to health or that, at least, the hazard is controlled within statutory limits.
- Written COSHH assessments must be carried out by the Chargehand Handyperson on all substances that are classified as hazardous or have the potential to be hazardous to health.
- The information needed to carry out the COSHH assessment, covering the safe use, handling and storage of substances, can be obtained from the supplier or manufacturer on a Hazard Data Sheet, or from the container itself. COSHH data sheets will be kept in the Handypersons' workplace.
- The COSHH assessment must be brought to the attention of the user of the substance who will be instructed on safe working arrangements. A copy of the assessment form should be given to the Clerk.
- Where exposure to the substance cannot be prevented or controlled by any other means, for example by substitution of the substance or ventilation, then the appropriate personal protective equipment will be provided.

First Aid

- The Council will make sure that there is an appointed person for first aid to deal with minor accidents and emergencies at the workplace, in accordance with statutory requirements.
- The appointed person will be in charge of the First Aid Box in the Handypersons' workplace and any personal first aid packs and will be responsible for keeping them adequately stocked.
- Employees should be told about the first aid provision and it should be easily available at all times.

Asbestos

Any employee who suspects that any material that they are about to work on or disturb contains asbestos should first contact the Clerk. The Clerk will contact the LCAS and, where appropriate, an approved contractor to deal with the asbestos. Similar action should be taken if an employee sees damaged material that they suspect contains asbestos.

Visual Display Equipment

The Council will meet the Health and Safety (Display Screen Equipment) Regulations 1992.

Electricity at Work

- The Council will arrange for all portable electrical appliances to be inspected and electrically tested by a competent person at regular intervals. Appliances should be visually inspected by the user before use. Examples of portable electrical appliances are kettles, fans, electric drills and desk-top computers.
- All faulty or damaged appliances will be labelled and taken out of service until repairs have been carried out.
- No unauthorised personnel should carry out repairs to any electrical appliance, equipment or electrical installation.
- Employees must not bring unauthorised, personal electrical appliances to work.

Manual Handling

- The Council will meet the Manual Handling Operations Regulations 1992.
- Where it is felt that there is a significant risk of injury to any employee arising from a manual handling activity, a written Manual Handling Risk Assessment should be completed by the Chargehand Handyperson. The results of the assessment should be given to all employees who may be involved in that activity.
- Appropriate training and information will be given to the Chargehand Handyperson to help him/her to carry out Manual Handling Assessments.
- All Personal Protective Equipment that has been identified in the assessment will be issued to employees.
- A copy of the Manual Handling Risk Assessment should be given to the Clerk.

Accident Reporting

ALL ACCIDENTS MUST BE REPORTED.

- An Accident Report Form must be completed as soon as possible after an accident has happened, giving details of the accident and the injuries.
- The form must then be sent to the Clerk who, after investigating the accident, should complete the form to show the action taken to stop re-occurrence.
- Incidents where there has been the risk of a serious accident, even though one did not happen – called "near misses" – should also be entered in the Accident Report Book.

- In certain circumstances, for example where there has been a major injury, work related ill-health or a dangerous occurrence, the Clerk should be told immediately so that the accident/incident can be reported to the enforcing authority.

General Risk Assessment

- The Council will meet the Management of Health and Safety at Work Regulations 1999.
- Appropriate training and information will be given to the Chargehand Handyperson that will help him/her to:
 - Identify significant hazards in the workplace.
 - Establish who may be harmed and how.
 - Evaluate the risk arising from the hazard and whether existing precautions are adequate, or more needs to be done.
 - Record the results of assessments on the Council's Risk Assessment Form.
- A copy of the form should be sent to the Clerk.

Contractors

- The Council may decide in any particular case that it is appropriate for a contractor to undertake work on its behalf, for example hedge cutting and vehicle maintenance.
- In such cases, the Council will make sure that contractors engaged by the Council are qualified and experienced to do the work they have been contracted to do.
- Contractors will be monitored whilst doing their work to make sure they are complying with the Council's health and safety policy and general health and safety procedures relevant to the work being done.

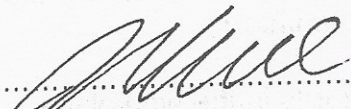
Events

- In addition to its routine work, the Council may organise and manage special events such as Christmas lights switch-on celebrations.
- When organising and managing events, the Council has public safety as a primary concern. It will do risk assessments of the planned activities to make sure that the health and safety of the public is assured.
- The Council will monitor the activities of its employees, contractors and volunteers during the installation, operation and dismantling of any equipment, machinery and fixtures necessary for running the event to make sure they are complying with the Council's health and safety policy and general health and safety procedures relevant to the work being done.

Policy History and Review

This policy was Revised in February 2014, reviewed by Tuxford Town Council on 16 May 2020 and took effect from 23 May 2020.

In the event of any significant change to the legal position on Health and Safety, any relevant statutory requirements or any other related matter, this policy will be subject to review. In the event of no change the policy will be reviewed by May 2028.

Approved:  Chairman of the Council

Date: 21, MAY, 2026

Folio Reference: FC037

Review Reference

Review Date	Recorded Amendment to the Policy	Signed
16.04.2020	No amendment	
21.04.2022	No amendment	
18.04.2024	No Amendment	
21.05.2026	No Amendment	