



# **North Walsham Town Council**

## **Health & Safety Policy**



# 1 Responsibilities

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- 1.1 Overall responsibility for health and safety in all areas relating to the Town Council's jurisdiction is that of the Town Clerk, who has delegated authority to take immediate/urgent action in response to reports of health and safety concerns (Ref. Council minutes dated 28 July 2015, para 7(d)).
- 1.2 A Health and Safety Risk Assessment will be undertaken by the Town Clerk, Grounds Staff, Clock Winder, Town Crier, Market Manager, Funday Committee and Christmas Lights Group to identify and record specific health and safety risks in their areas of work/responsibility.
- 1.3 All employees have a legal duty to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 1.4 Wherever an employee notices a health and safety problem which he/she is unable to put right he/she must immediately inform the Town Clerk.
- 1.5 Consultation between management and employees will be provided by meetings as and when necessary.



## 2 Accidents

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2.1 In the case of minor accidents the first aid boxes are situated in the following locations:

<b>SITE</b>	<b>LOCATION</b>	<b>RESPONSIBLE PERSON</b>
Council Offices	Clerk's Office	Town Clerk
War Memorial Park	Equipment Shed	Grounds staff
Cemeteries	Chapel/Workshop	Grounds staff
Woodville/Trackside	Tractor	Grounds staff

**First Aid Boxes MUST be properly replenished after use.**

2.2 In the case of more severe accidents please consult a Doctor or hospital as appropriate

2.3 Key contacts:

**GP:** Birchwood Surgery, Tel: 01692 402035

**GP:** Paston Surgery, Tel.: 01692 403015

**Minor Injuries Unit:** Cromer & District Hospital, Tel.: 01263 513571

**Accident & Emergencies Unit:** Norfolk & Norwich University Hospital, Colney, Tel.: 01603 286286

**Emergencies/Ambulance:** TELEPHONE 999

2.4 All accidents whether major or minor must be recorded in the Accident Books which are located at:

Reception, Council Offices

Chapel/Workshop, Chapel Cemetery, Bacton Road

2.5 When recording an accident the following information must be stated:

- the date and time of the accident
- full name
- occupation
- place where accident occurred
- brief description of circumstances
- name of any witness.

2.6 Regardless of where an accident occurs, it must be reported immediately to the Town Clerk. In the event of a serious accident all equipment should be left where it is for inspection by the Factory Inspector. Nothing must be moved until the incident has been notified to a Town Clerk and Chair of Personnel.



### **3 Faulty equipment & machinery .**

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- 3.1 Any equipment or machinery that is considered to be faulty or in an unsafe condition must be reported to the Town Clerk as soon as possible so that appropriate action can be taken. That piece of equipment or machinery must not then be used until it has been confirmed as serviceable by the Town Clerk, after receiving suitable professional advice.





## 4 FIRE SAFETY

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4.1 Fire alarms and extinguishers at the Council Offices are checked periodically by Meridian Fire and Safety.

4.2 Fire extinguishers can be found at the following locations:

<b>SITE</b>	<b>LOCATION</b>	<b>RESPONSIBLE PERSON</b>
Council Offices	Clerk's Office	Town Clerk
War Memorial Park	Equipment Shed	Grounds staff
Cemeteries	Chapel/Workshop	Grounds staff

4.3 All fire escape routes must be kept clear and well signposted. The responsibility for this lies with all employees but in particular:

4.4 Fire exit doors **MUST** be kept clear of obstruction at all times.

4.5 Fire prevention doors **MUST** be kept closed at all times.

4.6 Regular inspection of fire prevention equipment to be carried out by a Fire Officer.



## **5 HOUSEKEEPING**

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- 5.1 Premises should be kept clean and tidy at all times.
- 5.2 Rubbish should be placed in receptacles provided and not left by doors.
- 5.3 All supplies and equipment should be safely stored.
- 5.4 All equipment such as ladders and scaffolding should be properly erected before use and two people should always be present when equipment is used at height or depth. It is the duty of every employee to ensure that the equipment they are using is properly maintained and in a safe condition when being used. No faulty equipment should be used under any circumstances.



## 6 ELECTRICAL EQUIPMENT

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- 6.1 PAT testing must be carried out at appropriate intervals, as defined at the following web URL: <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>
- 6.2 All employees should make suitable arrangements for ensuring that all plugs and cables are inspected and that loose connections or faults are rectified before the equipment is used.
- 6.3 A brief check of all electrical equipment within your department should be carried out once a month.
- 6.4 Any faults should be reported to the office so that the necessary repairs can be undertaken.



## **7 MACHINERY**

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- 7.1 When using machinery of all types, i.e. drills, lawn-mowers, tractors etc., all dangerous parts must be identified and guards positioned when in working order.
- 7.2 Unsafe equipment or machinery must not be used.
- 7.3 Any defect in equipment or machinery must be reported to the Town Clerk.
- 7.4 Safety equipment and protective clothing will be provided where necessary and employees must ensure that this is used. **IF THE EQUIPMENT PROVIDED IS NOT USED EMPLOYER'S LIABILITY INSURANCE COVER COULD BE COMPROMISED.**





## **8 DANGEROUS SUBSTANCES**

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- 8.1 Where appropriate, please read the manufacturer's instructions carefully, and follow the recommendations. If you are in any doubt regarding substances that you may be using please consult the office. Any unidentified substances should be reported to the office. All substances must be safely stored.



## 9 EMPLOYEES

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- 9.1 All employees, while at work, have certain duties in connection with Health and Safety and advice can be found at the following web URL:  
<http://www.hse.gov.uk/involvement/doyourbit/taking-action.htm>