

Wotton-under-Edge Town Council



Policy for Health & Safety at Work

updated May 2015

SAFETY POLICY STATEMENT

It is the Council policy to ensure and recognise that the health, safety and welfare at work of all employees, Members, and co-opted members on Council business, whether on the Council's premises or carrying out Council business elsewhere, is primarily the Council's responsibility and that, further, a duty of care extends to other persons whilst they are on the Council premises.

The Town Clerk, has ultimate authority and responsibility in relation to health and safety topics. Everyone in the organisation responsible for other people carries as a primary job function the duty to safeguard their welfare, health and safety whilst at work.

The Town Council will act as the Client for any work falling within the scope of the Construction (Design and Management) Regulations 2015 and will follow the principles set out in HSE Guidelines.¹ Prior to any work commencing, the attached questionnaire will be completed by the contractor and any required documents provided.

The Clerk and other Council officers will do all in their power to ensure as far as is reasonably practicable:

- The provision and maintenance of a safe place of work with proper access.
- The provision of equipment, materials, clothing and methods of work incorporating safety precautions which are without risks to health.
- That the processing, handling, storage and transport of materials and equipment can be achieved without hazard.
- Periodic checks are carried out to monitor and control adherence to statutory requirements, Codes of Practice and Council standards relating to safety, health and welfare in the work place, taking any necessary steps to eliminate potential or actual hazards.
- The provision of such information, instruction, training and supervision necessary to ensure the health and safety at work of employees.
- The thorough investigation of all accidents and 'near-misses' with a view to preventing their recurrence.
- That contractors and other visitors to the Council premises are made aware of and comply with the Council's safety policy, standards and regulations
- That first-aid facilities, fire precautions, emergency lighting equipment and the emergency evacuation procedures are regularly examined and, if necessary, improved.

¹ HSE Leaflet INDG 411 (Rev 1) 04/15 "A Short Guide for Clients on the Construction(Design and Management) Regulations 2015."

EMPLOYEES

Each employee is expected to conform to Council policy and regulation on health and safety topics and to recognise their responsibility in law for their own safety and that of colleagues. Furthermore, employees are expected to help and co-operate in achieving safe and hazard-free working areas and operations. Specifically, employees must comply with the following:

- All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed.
- Only personnel who are trained and authorised to use equipment, machinery or vehicles may do so, provided always that it is safe and proper working conditions, and that all guarding and other precautions are operating.
- All equipment, work and storage areas, gangways and staff facilities should be maintained in a clean and tidy condition.
- All machinery, power supplies and materials must be left in a safe condition when unattended or when work ceases.
- Repairs and adjustments to equipment or machinery may only be carried out by those who are authorised to do so and appropriately trained.
- Any dangerous or injurious incident or 'near misses' must be reported at the earliest opportunity to the Clerk or Deputy Clerk and appropriate details recorded in the Accident Book.
- Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as serious misconduct.
- Practical joking, horseplay or reckless behaviour endangering others are forbidden.
- The Clerk must be notified of the location where all staff will be working during time spent away from base (by means of a work-chart in the workshop for the workmen). This must be notified on a daily basis. This is particularly important where staff are working alone and away from base.
- While working away from the office, employees must comply with all local safety policies, procedures, rules or precautions.
- In conclusion, each employee is required to conform to Council policy and regulations on Health and Safety topics and to be responsible for his or her own safety at work and that of colleagues.

This policy will be reviewed as often as appropriate.

WOTTON-UNDER-EDGE TOWN COUNCIL

CONSTRUCTION (DESIGN MANAGEMENT) REGULATIONS 2015

PRE-COMMENCEMENT QUESTIONNAIRE

May 2015

Srl	Requirement	Yes	No	N/A
1	Are you clear about your responsibilities while working at Town Council/Town Trust premises?			
2	Do your staff have the necessary skills, knowledge, training and experience to fulfil their duties?			
	Please state their names: 1			
	2.			
	3.			
	4.			
3	Do your staff have the correct tooling, resources and materials to carry out the task in a safe manner?			
4	Has a client brief been issued? Do you and your staff understand what tasks are to be undertaken?			
5	Do you have suitable arrangements in place to manage health and safety throughout the project?			
6	Are all necessary permits in place?			
7	Has a schedule of the key activities for the project been produced?			
8	Has sufficient time been allowed to complete the key activities?			
9	Is the work notifiable to the HSE under the CDM 2015 Regulations.			
10	Where required, have HSE been notified of commencement of work?			
11	Are you satisfied that suitable welfare facilities have been provided before work starts on site?			
12	Have you provided specific Risk Assessments and Method Statements for the work to be undertaken?			
13	Are arrangements in place for managing and organising the project and on-site risks, including:			
	1. Working at height			
	2. Collapse of structures and excavations			
	3. Exposure to building dust			
	4. Exposure to asbestos			
	5. Electricity			
	6. Hazardous substances			
	7. Lifting equipment			
	8. Confined Spaces			
14	Have you been provided with information about the existing site or structure?			
15	Have you provided an adequate construction phase plan?			
16	Have you agreed the format and content of the health and safety file?			
17	Do you have access to all necessary health and safety advice?			
18	Are arrangements in place to protect council employees and members of the public from the risks of construction work?			
19	On completion of work will all relevant certification be issued?			

Principal Contractor Signature	
Name	
Company	
Date	