

**HENLEY ON THAMES TOWN COUNCIL – HEALTH & SAFETY POLICY  
2008 – Approved Full Council 15 July 2008**

**1. General statement of intent**

- 1.1 The Council's policy is
- a to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees
  - b to provide such information, training and supervision as they need for the purpose.
- 1.2 The Council accepts responsibility for the health and safety of other people who may be affected by its activities to the extent which the law requires it to.
- 1.3 The allocation of duties for safety matters and the particular arrangements the Council will make to implement the policy are set out in this document
- 1.4 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 is operated will be reviewed annually.

**2. General policy statement**

- 2.1 Henley on Thames Town Council recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environments for all its employees and other persons who may be affected by its work activities.
- 2.2 The Council will take steps, as far as is reasonably practicable, to meet this responsibility, paying particular attention to the provision and maintenance of
- a. plant, equipment and systems of work that are safe
  - b. safe arrangements for the use, handling storage and transport of dangerous articles and substances
  - c. sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own health and safety
  - d. a safe place of work and safe access to it
  - e. a healthy working environment
  - f. adequate welfare facilities
- 2.3 The Council reminds all employees of their own duties under Health and Safety at Work Act 1974, to take care of their own safety and that of other persons and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully.
- 2.4 A copy of this statement will be available to all employees electronically via the Council's electronic filing system and in hard copy available on request. The policy will be reviewed, added to or modified from time to time and may be supplemented by further statements relating to the duties of particular staff.

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**3. Responsibilities**

3.1 The allocation of duties for health and safety matters and the particular arrangements which the Council make to implement the policy are set out below.

**3.2 Full Council**

- 3.2.1 Full Council will ensure that there is an effective policy for health and safety within the areas under its control
- 3.2.2 It will periodically assess the effectiveness of the policy and ensure that any necessary changes are made to it
- 3.2.3 It will ensure that risks are evaluated within the areas of work under its control relating to material accidents at work, health risks, loss or damage to property, plant or equipment belonging to the Council and risk to the public through activities of the Council
- 3.2.4 It will ensure that liabilities are covered by adequate insurance
- 3.2.5 It will ensure that there are sufficient resources (financial, capability, capacity and otherwise) to ensure that staff and any other others who have responsibilities under this policy are able to fulfil those responsibilities
- 3.2.6 These responsibilities of the Council apply notwithstanding any staff or other omission in placing this policy on an agenda of the Council or otherwise giving notice for review or resource requirements for health and safety.

**3.3 Town Clerk**

- 3.3.1 The Town Clerk will be responsible for ensuring that the overall health and safety policy is implemented, subject to the adequacy of resources provided by Full Council.
- 3.3.2 In the Town Clerk's absence the Snr Assistant Committee Administration will assume responsibility for all health and safety matters excluding the Parks Service, which will be assumed by the Snr Assistant Parks Service. The Snr Assistants will at all times in the absence of the Town Clerk communicate and cooperate to ensure that all aspects of the Council's health and safety policy are implemented.
- 3.3.3 The Town Clerk has delegated responsibility to take whatever urgent health and safety action is necessary to prevent serious accidents, loss of life or limb without further recourse to Full Council and notwithstanding that budget for such action may not be allocated, provided only that the expenditure is reasonable.
- 3.3.4 It shall be the duty of the Town Clerk, or to whomsoever she has delegated the responsibility of dealing with such matters to, to inform all newly appointed staff of where to access a copy of this policy and such supplements as are applicable to his/her duties and responsibilities and to provide a hard copy of the policy on request.

**3.4 Delegated responsibilities**

- 3.4.1 It is acknowledged that some of the areas of work are of a specialist and /or potentially higher risk nature. These areas are predominantly in the Parks Service where health and safety is paramount.

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- 3.4.2 The Snr Assistants Parks Service has responsibility for ensuring that staff within his/her control comply with the health and safety policy. In the absence of the Snr Assistants Parks Service each member of the Parks Service will assume this responsibility.
- 3.4.3 The Snr Assistant Committee Administration has responsibility for ensuring that all clerical and other staff, not within the Parks Service comply with the health and safety policy. In the absence of the Snr Asst Committee Administration the Town Clerk will assume this responsibility.
- 3.4.4 The (both) Snr Assistants will be responsible and must fully familiarise themselves with the safety policies of the Council and ensure that all staff under their control comply with the health and safety policy at all times
- 3.4.5 It shall be the responsibility of the Snr Asst Park Services to monitor the maintenance of all the plant and equipment used and to submit an annual report to the Town Clerk.
- 3.4.6 The Snr Asst Committee Administration is responsible as in 3.4.5 above in relation to general office and One Stop Shop plant and equipment
- 3.4.7 The Town Sergeant is responsible as in 3.4.5 above in relation to all cleaning, maintenance and public use activities in relation to Council property excluding those within the remit of the Snr Asst Parks Service.
- 3.4.8 The Traffic Warden Supervisor is responsible as in 3.4.5 above in relation to plant and equipment for specific on-street traffic warden functions
- 3.4.9 It shall be the responsibility of the Snr Asst Park Services and Snr Asst Committee Administration to investigate all accidents and to ensure that there is a full report in the accident book with recommendation for prevention. All material accidents must be specifically brought to the attention of the Town Clerk in writing.
- 3.4.10 The Town Clerk will issue instructions as appropriate to ensure that accidents do not continue and where appropriate will make proposals to the relevant Committee on changes in work practice to secure accident prevention.
- 3.4.11 The Snr Assistant Parks Service and Snr Asst Committee administration responsibilities include
  - 3.4.11.1 establishing, in consultation with the Town Clerk safe systems for work and procedures for carrying out the Council's health and safety policy and incorporating any regulations, approved codes and practice and other relevant legislation
  - 3.4.11.2 ensuring that all accidents are investigated and that accident reports are completed properly where required
  - 3.4.11.3 ensuring that all persons within their health and safety remit are of the procedures to adopted in the case of fire
  - 3.4.11.4 ensuring that all persons who are within their health and safety remit know the whereabouts of first aid facilities
  - 3.4.11.5 ensuring that relevant training is provided for new employees, as appropriate and ensuring that adequate supervision is available for

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the use of equipment such as strimmers, mowers and other high risk machinery (use of such machinery is prohibited unless staff member is trained and assessed as safe to operate by Snr Asst Parks Service)

- 3.4.11.6 ensuring that only safe working practices are used and that protective clothing and equipment is worn or used where required in order provide maximum safety for all personnel within their health and safety remit
- 3.4.11.7 ensuring that all machinery and equipment are properly maintained and safe to use and that guards are in position as appropriate
- 3.4.11.8 ensuring that any health and safety problem which cannot be resolved promptly is formally communicated to the Town Clerk
  
- 3.4.12 All employees
  - 3.4.12.1 make themselves familiar with and conform to this health and safety policy and any other supplementary guidance relevant to their job/role
  - 3.4.12.2 at all times make full use of the appropriate safety equipment, protective clothing and safety devices provided; to request and make use of such equipment etc if not provided
  - 3.4.12.3 report any accident, unsafe practice or systems of work, or damage to plant or equipment to their immediate supervisor who is expected to take such action as is within their remit to make matters safe
  - 3.4.12.4 observe safety rules at all times and take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, including the general public
  - 3.4.12.5 know what to do in the case of a fire or other emergency and the location of fire alarm and fire fighting equipment
  - 3.4.12.6 maintain good housekeeping at all times
  - 3.4.12.7 observe safe standards of behaviour and dress
  - 3.4.12.8 not to enter to any kind of horseplay or practical joking
  - 3.4.12.9 carry out a visual safety inspection of plant and equipment prior to using machinery / equipment
  - 3.4.12.10 cooperate with the Council, Town Clerk, supervisors and colleagues on health and safety matters
  - 3.4.12.11 not to interfere with anything provided to safeguard their health and safety
  - 3.4.12.12 take reasonable care of their own health and safety

3.5 It is the policy of the Council to support all employees in receiving training support all aspects of health and safety; employees have a duty to seek out and identify their training needs in relation to health and safety.

**4. Risk Assessments**

4.1 Risk assessments in relation to the Parks Service are the responsibility of the Snr Asst Parks Service. (the responsibility for preparing particular risk

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assessments may be delegated as appropriate to a member of the Parks Service staff by the Snr Asst Parks Service subject to review by Snr Ass Parks Service).

- 4.2 Risk assessments in relation to the general office and One Stop Shop are the responsibility of the Snr Asst Committee Administrator.
- 4.3 Risk assessments in relation to the public hire / use, including use by, Councillors and the Mayor, of the Town Hall, Barn, Exhibition Centre and other such Council buildings is the responsibility of the Town Sergeant.
- 4.4 Risk assessments in relation to On street - Traffic Wardens are the responsibility of the Traffic Warden Supervisor.
- 4.5 Risk assessments in relation specific Committee events / activities eg Hit Litter, Over 70's party, Christmas Festival, Remembrance Sunday are the responsibility of the relevant Committee Administrator / Mayor's Secretary; these should be checked by the Snr Committee Administrator who is responsible for undertaking these risk assessments in the absence of the Committee Administrator / Mayor's Secretary.
- 4.6 Risk assessments in relation to the Cemetery and burials is the responsibility of the Cemetery administrator. These will be done in consultation with the Snr Asst Parks Service to avoid any overlap.
- 4.7 Risk assessments shall be maintained in a file of risk assessments at a central location in the Town Hall along with all other risk assessments. A copy of risk assessments in relation to the Parks Service shall also be maintained at the main Parks Service offsite location.
- 4.8 The person responsible for the risk assessment is also responsible for ensuring that the necessary control actions are put in place to remove or limit the risks identified and ensuring that those actions are implemented. Any activities which remain high risk after control measures must be formally reported and agreed for continuation by the Town Clerk.
- 4.9 Risk assessment will be reviewed annually by the Snr Asst Parks Service (Parks Service), Snr Asst Committee Administration (general office, Committee Activities), Town Clerk (public hire etc, traffic wardens) or as and when the work activity or the personnel undertaking the activity changes which ever is the soonest.

**5. Consultation with employees**

- 5.1 Consultation with employees is through the monthly staff meeting to which all employees are invited.
- 5.2 All employees are able to gain access to the Council's email system through which consultation may also take place.

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**6. Safe handling and use of substances**

- 6.1 Snr Asst Parks Service is responsible for identifying all substances which need a Control of Substance Hazardous to Health (COSHH) assessments in relation to the Parks Service and for undertaking the relevant COSHH assessment, ensuring that these assessments are implemented, colleagues are informed and that new substances can be used safely before they are purchased. Assessments will be reviewed annually which will be formally noted in a central location at the Town Hall along with all other COSHH reviews (and at the main offsite location for the Parks Service).
- 6.2 Snr Asst Committee Administrator is responsible for COSHH as 6.1 above in relation to the general office, One Stop Shop and for supervision of COSHH activities which are the responsibility of Committee Administrators
- 6.3 Town Sergeant is responsible for COSHH as 6.1 above in relation to all cleaning and maintenance activities in relation to Council property excluding those within the remit of the Parks Service.
- 6.4 Traffic Warden Supervisor is responsible for COSHH as 6.1 above in relation to all specific traffic warden activities.
- 6.5 Committee Administrators (and in their absence Snr Committee Administrator) is responsible for COSHH as in 6.1 above in relation to specific events / Committee activities.
- 6.6 Cemetery Administrator, in consultation with Snr Asst Parks Service is responsible for COSHH as in 6.1 above in relation to the cemetery and burials.

**7. Information Instruction and Supervision**

- 7.1 The Health and Safety Law poster is displayed the Town Hall and Parks Services offices (Pavilion and Tesco depot).
- 7.2 The Town Sergeant is responsible for ensuring that current Health and Safety law posters and no smoking signs are available and displayed at work place locations (Snr Asst Parks Service display at Pavilion and Tesco depot).
- 7.3 Health and safety advice is available at [hse.gov.uk](http://hse.gov.uk), from your line manager and for your union (if your are a member).
- 7.4 Supervision of trainees new staff will be arranged / undertaken by their line manager.
- 7.5 Snr Committee Administrator is responsible for ensuring that the Council's Employers liability compulsory insurance is current and a copy displayed at the Council's main place of work. The Snr Committee Administrator is also

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responsible for the safe retention of certificates of insurance in accordance with statutory requirements.

**8. Competency and tasks for training**

8.1 A health and safety induction for the Town Hall based employees is provided by the Town Sergeant. This should be undertaken within one month of commencement of work. A Town Hall induction should also be undertaken (provided by the Town Sergeant) for all non Town Hall based employees who use/visit the Town Hall from time to time.

8.2 A health and safety induction for (non Town Hall based) Parks Service employees is provided by Snr Asst Parks Service, who is also responsible for providing any necessary protective clothing and ensuring any specialist training.

8.3 A health and safety induction for traffic wardens is provided by Traffic Warden Supervisor, who is also responsible for providing any necessary protective clothing and ensuring any specialist training.

8.4 All training records are maintained in the central personnel filing system in the Town Clerk's office. Line managers are responsible for ensuring that a record of all training undertaken, including health and safety, is maintained within the central personnel system.

8.5 All employees are responsible for proactively identifying their own training, including health and safety, needs and making request to their line manager / Town Clerk for these needs to be addressed. Health and safety training requirement are part of the annual appraisal and objective setting process.

**9. Accidents, first aid and work-related ill health**

9.1 Specific health surveillance is not required for any specific jobs. It is acknowledged that staff in the Parks Service undertake a physical role and that their overall levels of fitness should be capable of meeting the demands of the job. It is the sole responsibility of the individual to ensure that they are sufficiently physically fit to undertake the tasks expected of them. Where there is any temporary reduction in physical fitness eg recovery from an operation / virus etc, the Council endeavour to make reasonable adaptations to the pattern of work to reduce the requirement for physical activity during the recovery period.

9.2 First Aid boxes are kept at

- i. One Stop Shop (the responsibility for reviewing and updating the contents of the box is the Snr Committee Administrator, who may or may not delegate this responsibility)
- ii. Town Sergeant office (the responsibility for reviewing and updating the contents of the box is the Town Sergeant)

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- iii. Pavilion (the responsibility for reviewing and updating the contents of the box is the Snr Asst Parks Service, who may or may not delegate this responsibility)
- iv. Tesco depot (the responsibility for reviewing and updating the contents of the box is the Snr Asst Parks Service, who may or may not delegate this responsibility)
- v. (in) each of the Council vehicles ie tractor, slalom, Land Rover (the responsibility for reviewing and updating the contents of the box is the Snr Asst Parks Service, who may or may not delegate this responsibility)
- vi. Barn – Margaret Day room (the responsibility for reviewing and updating the contents of the box is the Town Sergeant)
- vii. Exhibition Centre – under review by Town Sergeant

9.3 Appointed First Aiders are see APPENDIX 1

9.4 All accidents and cases of work related ill health are to be recorded in the accident book kept at the Town Hall central office or at Pavilion or Tesco depot (for Parks Service staff or visitors to Pavilion or Tesco depot)

9.5 Snr Asst Parks Service (for Parks Service), Snr Asst Committee Administration (all other staff), Town Sergeant (public) is responsible for reporting to the Town Clerk relevant accidents, diseases and dangerous occurrences which require notification to a statutory authority. The Town Clerk will then report to the necessary authority. (see [www.riddor.gov.uk](http://www.riddor.gov.uk) reporting of injuries, diseases and dangerous occurrences regulations 1995).

## **10. Emergency Procedures and fire evacuation**

10.1 The Town Sergeant is responsible for ensuring fire risk assessments are undertaken, checking escape routes, maintenance and checking of fire extinguishers, alarms tested is undertaken for all buildings, places of work excluding Tesco depot / Pavilion

10.2 Snr Asst Parks Service is responsible for ensuring 10.1 above in relation to Tesco depot / Pavilion

10.3 Emergency evacuation will be tested twice annually at the Town Hall at least annually when the public are present.

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**APPENDIX 1**

**FIRST AIDERS**

**Town Hall**

<u>Name</u>	<u>Expiry</u>	
Nicci Taylor	9 July 2009	
James Churchill Coleman		

**Tesco depot**

<u>Name</u>	<u>Expiry</u>	
Karl Bishop	January 2009	

**Pavilion**

<u>Name</u>	<u>Expiry</u>	

**FIRE MARSHALS**

**Town Hall**

<u>Name</u>	<u>Expiry</u>	

A fire marshall should ideally be present at all large public events

**Tesco depot**

<u>Name</u>	<u>Expiry</u>	

**Pavilion**

<u>Name</u>	<u>Expiry</u>	

*Note: Karl Bishop, Mike Thomas, Cliff Austin have attended a Fire Risk Assessment course 2007 in response to new Fire Order effective October 2007.*

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**APPENDIX 2 – GENERAL SAFETY GUIDANCE NOTES**

**2.1 EQUIPMENT**

**Electrical Equipment**

**DO NOT**

- i. Use defective equipment
- ii. Use unauthorised equipment
- iii. Use portable appliances which have not been tested

Portable Appliance testing is arranged by the Town Sergeant across all applicable Council properties on an annual basis (under review).

Fixed wire testing is arranged by the Town Sergeant across all applicable Council properties on a three to five year basis.

**Mechanical Equipment**

- iv. Take great care when using staplers, punches, guillotines etc, where guards are fitted do not remove them

Power machinery, mowers etc (mainly Parks Service)

- v. Only use machinery which you have been trained to operate and feel competent to use
- vi. Ensure that you know how to switch of a machine prior to starting it
- vii. Do not use cutting machinery without protective footwear incorporating safety toe caps. Ensure that footwear soles have sufficient tread to prevent slipping. Wear appropriate face visor/goggles and gloves and cover bare flesh to prevent accidents from thrown up material or contamination from faeces
- viii. Take care when cleaning small machines and where fitted remove spark plug lead prior to turning cutting blades
- ix. When refuelling machines always use correct oil/fuel mixture. Carry out operation in open air and use a funnel to avoid spillage. Stand up wind to avoid inhalation of fumes.
- x. All employees using powered equipment are advised to wear ear defenders whenever thought necessary. As a guide, this is when you are unable to hear a person speaking to you in a normal voice at a distance of one metre.
- xi. Only employees who have received professional training which is current, and are wearing the correct protective clothing are authorised to use chainsaws.

**2.2 LONE WORKING**

(to be completed)

**2.3 COSSH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

- i. Substances mean any natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour. This can include cleaning suppliers and printer ink etc
- ii. All chemical substances should be used with great care and only in accordance with manufacturers' instructions which are printed on containers or on the instruction sheets which the manufacturers have supplied

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- iii. Before using any substance ensure that you are aware of its uses and that you have read the instructions provided. Never mix chemicals as this can cause them to give off dangerous vapours
- iv. Do not transfer chemicals into other containers and NEVER into empty drinking/food bottles / containers
- v. Close tightly any partly used containers and store them in secure stores provided for the purpose; locked if necessary
- vi. Use protective clothing which has been provided to you (or ask for it)
- vii. Always clean up spills immediately and dispose of material used for clearance as appropriate
- viii. Do not smoke or take food or drink when using any chemical
- ix. Wash your hands and any exposed skin after use of chemicals
- x. Never inhale chemicals and ensure that the work area in use is well ventilated
- xi. Never use substances for any other purpose than for that which they are purchases
- xii. Monitor use by dates on chemicals and safely / lawfully dispose of chemicals passed their use by date or no longer required by the Council

**2.5 LEPTOSPIROSIS /WEIL’S DISEASE**

This disease is conveyed to humans by rats which excrete the organism in their urine. Staff working in contact with sewage contaminated watercourses, ditches, refuse areas and basic gardening activities can catch the disease. The disease can be serious and the early stages may be mistaken for influenza, pneumonia, tonsillitis or rheumatic fever

Personal cleanliness is very important. All staff are advised to wash their hands, forearms regularly during the working day, between each activity and particularly prior to attending to any personal needs or taking of food or drink.

For general activities, protection of broken skin using waterproof dressings or clothing is the most important factor. Where there is a risk of aerosol spray (for example when pressure-washing) then eye and face protection is advised to prevent liquid droplets from entering the mouth or eyes. Goggles and a simple paper dust mask will be adequate in most cases. Clothing will be non-infectious once dried and washed, so full coveralls are not essential unless there are associated hazards that demand them.

**2.6 TETANUS**

This is a disease following infection by tetanus bacillus. Its toxin causes painful spasms of the muscles, usually beginning in the jaw and then spreading to all other parts of the body. Spores of the tetanus bacillus are commonly found in farmyard manure and soil. It is possible that infection can occur through quite minor wounds where the skin is broken.

Personal cleanliness is of the utmost importance and all staff are advised to clean even the smallest wound and apply a sterile waterproof dressing.

Protection is secured through a course of injections. Immunisation records should be retained by your doctor. It is the individual’s sole responsibility to

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ensure that they are fully immunised against the disease; this is particularly important for staff in the Parks Service.

All Parks Service staff are required to keep their tetanus injections up to date.

**2.7 WORKING OUTSIDE – WEATHER**

Winter – staff should ensure that they wear adequate warm and waterproof clothing and that they do not continue to wear wet clothing for extended periods of time. Staff should be particularly carefully about ensuring that their extremities are warm – hands, toes and head. A hat during winter is advisable and suitable protective gloves appropriate to the task.

Summer- during warm sunny weather all staff should wear a hat, protective eye wear (sun glasses) and appropriate regularly applied sun block on all exposed parts of the body. Staff may wear appropriate length shorts but may not work with an exposed torso.

Staff should seek to arrange their work so that extended exposure to full sun is limited and that there is some work time in shade. Staff should ensure that they have ready access to drinking water during hot periods.

**2.8 VIBRATION – WHITE FINGER/RAYNAUDS**

To be completed.

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**APPENDIX 3 SPECIFIC RISK ASSESSMENTS REGISTER (ongoing)**

	Asbestos	Town Sergeant (excl Parks Service) Snr Asst Parks Service – Parks Service	
	Use of computer/ display screen equipment	Snr Asst Committee Administration	
	Electrical safety testing	Town Sergeant	
	Pressure systems	Town Sergeant (excl Parks Service) Snr Asst Parks Service – Parks Service	
	Fire (flammable substances)	Town Sergeant (excl Parks Service) Snr Asst Parks Service – Parks Service	
	Stress	Town Clerk	
	Legionellas	Town Sergeant	