



# Leigh-on-Sea Town Council

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**Chairman:** Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

**Town Clerk:** Helen Symmons *PSLCC*



## Leigh-on-Sea Town Council Health and Safety Policy

Health and Safety at Work Act 1974

Safety Policy

### General Statement of policy

The policy of the Town Council is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees and users of the Centre, Skate Park, Allotment sites and Strand Wharf. In particular we seek to ensure that the Community Centre is both accessible and safe for disabled people.

We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed every three years by the Town Clerk and the Town Council.

### Responsibilities

#### 1. Safety officer

- a. The Leigh on sea Town Council delegates overall responsibility for health and safety in the Leigh Community Centre, Skate Park, Allotment sites, Strand Wharf and Council Offices to the Town Clerk as Safety Officer.
- b. The Safety Officer should ensure that the Town Council receives regular reports on health and safety issues, and will inform the council immediately where a health and safety matter requires urgent attention.
- c. The Safety Officer is responsible for ensuring that the Council has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance organised by the Town Clerk.
- d. The Safety Officer is responsible for this policy being carried out in the Centre, Skate Park and Offices. In the Safety Officer's absence, the Assistant Town Clerk is responsible.
- e. The Safety Officer is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; first aid training; and investigation of accidents.
- f. The Safety Officer is responsible for carrying out Risk Assessments of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

## 2. Employees

- a. All employees have the responsibility to develop, within the staff team, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- b. All employees are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to The Safety Officer and the piece of equipment or area of the Centre should be closed down until it is safe to re-use.

## 3. Duty Caretaker

- a. The duty caretaker will be the senior caretaker or caretaker on duty and is responsible for the health and safety of Centre users and staff and must ensure that they are trained to use equipment (whether for hire or for use in the Centre) correctly and safely. The duty caretaker should be aware of the particular needs of disabled users and will be given additional training.

## General arrangements

## 4. Accidents

- a. The Appointed Person responsible for taking charge in an emergency during public opening hours is the duty supervisor. At other times, the Appointed Person is the Senior Caretaker or, in his absence, the Town Clerk (according to availability).
- b. Where possible a trained First Aider will be on duty at all times. Two members of staff will be trained as First Aiders and undertake regular refresher training.
- c. The Appointed Person responsible for maintaining the First Aid box is the Safety Officer.
- d. The Safety Officer is responsible for reporting accidents and diseases notifiable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- e. All employees have a duty to be familiar with the First Aid manual and in particular to be aware of the techniques of resuscitation and the treatment of an unconscious person. All employees should be aware of the recommended procedure for the treatment of injuries involving the loss of blood in order to avoid the risk of spreading infectious diseases such as HIV/Aids and Hepatitis.
- f. The First Aid box is in the Town Council office. It contains the First Aid manual.
- g. The Accident Record book is on top of cupboard next to the sink in the main office, adjacent to the First Aid Boxes.

## 5. General Fire Safety

- a. The Safety Officer is responsible for Fire Safety arrangements; these include ensuring that there are adequate signed escape routes from the building and that Fire Action notices are kept up to date.
- b. All employees have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.
- c. The Assistant Town Clerk is responsible for ensuring that, during a fire, all users and visitors follow the Fire Action instructions and leave the building safely.

- d. The Duty Caretaker is responsible for checking that escape routes and exits are clear and fire extinguishers in place daily while opening up the Centre.
- e. The Duty Caretaker is responsible for weekly checks of smoke alarms, emergency lighting, fire exit signs and Fire Action notices (in accordance with the Maintenance checklist).
- f. Fire extinguishers are serviced annually in February.

Fire Alarms in the Centre are part of a system for the whole building and are the responsibility of Nicholas James Fire Systems.

There will be a joint fire drill twice a year. A form will be completed by the Assistant Town Clerk after the drill noting evacuation time and any problems encountered.

#### 6. Hygiene and welfare

- a. The Duty Caretaker is responsible for cleaning the toilet and sinks daily and for emptying rubbish bins (in accordance with the checklist).
- b. All employees are responsible for washing up cups and plates.

#### 7. General cleanliness

- a. The Duty Caretaker is responsible for cleaning floors and work surfaces as required but at least weekly.
- b. The Duty Caretaker is responsible for keeping public areas tidy and for cleaning up any dirt or spillages.

#### 8. Floors, gangways and position of furniture & equipment

- a. Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions.
- b. Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.
- c. The Duty Caretaker is responsible for all public areas, all employees for staff areas.

#### 9. Safe Practices

- a. All employees should move around the Centre and open doors with due care and generally behave with consideration towards other staff and Centre users.
- b. All staff should ensure that users behave in a safe manner and, in particular, ensure that children do not cause hazards for themselves or others.
- c. All employees should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques or failure to use trolleys

REVISED POLICY ADOPTED NOVEMBER 2020

REVIEW DATES:           NOVEMBER 2023