



## **Arrangements for the Implementation of the Council's Health & Safety Policy at the Town Hall**

This document has been compiled to provide information and guidance to all employees at The Town Hall on the Council's Health and Safety Policy and on the organisational arrangements for implementation of the policy. This document should be read in conjunction with the Policy.

Separate Health and Safety Policy Arrangements exist for The Elgiva, Parks & Premises Department and Chesham Moor Gym & Swim.

The Council is committed to providing and maintaining safe and healthy working conditions for all our employees, and to the prevention of accidents and cases of work-related ill health.

### **ORGANISATION RESPONSIBILITIES**

#### **OVERALL RESPONSIBILITY**

The Town Clerk has overall and final responsibility for ensuring the provision and implementation of the Health and Safety Policy and its review.

The Town Clerk is also responsible for making the following arrangements for health and safety supervision:

- Establishing the safe systems of work and procedures for carrying out the Council's Health and Safety Policy incorporating any regulations, approved codes of practice and other relevant legislation.
- Ensuring that safe working procedures and safe systems of work are implemented by Town Hall staff and that a safe working environment is provided for them.
- Ensuring that all employees under the Town Clerk's control receive adequate training, information and supervision to maintain safe standards.
- Ensuring that all risk assessments pertaining to Town Hall are reviewed annually.
- Ensuring that protective clothing and equipment is supplied and worn/used where required.
- Monitoring the implementation of the policy to maintain all plant and equipment, and to submit reports for consideration by the Policy and Resources Committee on replacing machinery and equipment that is expected to become no longer fit for purpose.



## **DELEGATED RESPONSIBILITIES WITHIN THE TOWN HALL**

The Administration Manager is responsible for:

- Carrying out all risk assessments pertaining to the Town Hall and reviewing them annually or at times of significant change.

It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation, and courses shall be held for this purpose.

All Town Hall employees have the responsibility to co-operate with their line manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others. This includes:

- Making themselves familiar with, and conforming to, the Health and Safety Policy.
- Observing safety rules at all times.
- Where required, using personal protective equipment and use appropriate safety devices provided.
- Report to their line manager all accidents, injuries to persons and all other incidents (dangerous occurrences) such as damage to vehicles, plant and equipment.
- Knowing the location of First Aid facilities.
- Reporting all safety hazards as a matter of urgency to their immediate line manager.
- Knowing what to do in the case of fire or other emergency and the location of fire fighting equipment.
- Maintaining good housekeeping at all times.
- Observing safe standards of behaviour and dress.
- Not entering into any kind of horseplay or practical joking.
- Carrying out visual safety inspections of plant and equipment prior to using it.

## **SPECIFIC ARRANGEMENTS**

### **FIRST AID**

First Aid boxes are located in the ground floor Kitchen, the General Office, the Meeting Room and the Lowndes Room kitchen at the Town Hall. The Administration Manager is responsible for carrying out checks every three months to ensure the contents are adequately maintained.

The appointed person to deal with First Aid provision at the Town Hall is the Administration Manager and has been trained in both Basic First Aid Training for Appointed Persons and Emergency First Aid in the Workplace. The Finance and Contracts Manager and the Caretakers are also trained in Emergency First Aid in the Workplace.



A list of First Aid equipment is listed in the Appendix.

### **ACCIDENTS, INJURIES AND DANGEROUS OCCURRENCES**

It is the responsibility of the Town Clerk to ensure that all accidents are recorded in the Accident Book and that injuries, diseases and other dangerous occurrences are reported to the Health & Safety Executive as required under RIDDOR. The Accident Book is located in the Town Hall office. Incidents must be recorded on Dangerous Incident Forms and reported to the Town Clerk. A template form is held electronically.

For room hirers out of office hours, Accident Book Forms are available in each kitchen, with instructions to post the completed form into the locked post box for collection by Officers.

It is the responsibility of the Town Clerk to ensure that accident and incident reports are reviewed annually to detect any recurring accidents and incidents, and take action as necessary. The Town Clerk will make recommendations to the Policy and Resources Committee on accident prevention.

### **FIRE SAFETY**

A Fire risk assessment of the Town Hall will be conducted annually by trained staff and additionally reviewed in the event of significant change.

A system of weekly, monthly and six-monthly recorded fire safety checks is carried out by the Administration Manager.

A written emergency plan (including an evacuation plan) exists for the Town Hall.

The Town Clerk will arrange that all employees are provided with training and instructions so that they are conversant with the evacuation procedures.

The Town Hall's fire alarm will be tested by the Administration Manager on a weekly basis.

Recorded fire drills will be carried out at the Town Hall twice a year by the Administration Manager to test the adequacy of the precautions and evacuation procedures.

It is the responsibility of the Town Clerk to ensure that the escape routes, staircase and passages are kept clear at all times.

It is the responsibility of the Finance and Contracts Manager to organise annual inspections of all fire extinguishers at the Town Hall.



It is the responsibility of the Town Clerk to ensure that all fire safety tests and drills are logged in a records book which shall be provided for this purpose.

#### **LEGIONELLA**

The Town Clerk is responsible for the arrangements for the control of Legionella, including regular, documented tests for the presence of Legionella in the Town Hall water system and any control measures as required.

#### **LONE WORKING**

The Town Clerk is responsible for ensuring that Emergency Action Procedures are in place to cover incidents including robbery and violence. Panic alarms are made available to lone working staff.

#### **TRAINING**

It is the responsibility of the Town Clerk to ensure that all new staff receive adequate training in all safety aspects of their occupation and that training records are kept.

Arrangements Adopted: 12 October 2015

Due for review: October 2015



## **Appendix One – First Aid Equipment**

Sterile assorted plasters  
Sterile eyepads  
Sterile medium bandages  
Sterile large bandages  
Triangular bandages  
Finger dressings  
Alcohol-free cleansing wipes  
Disposable gloves  
Foil blankets  
Face shields  
Ice packs  
Safety Scissors  
Cold Pack  
Yellow waste bag for sharps

