



**LYTCHETT MINSTER AND UPTON TOWN COUNCIL:  
HEALTH AND SAFETY POLICY  
Adopted and approved at a Meeting of  
Town Council  
May 2021**

**GENERAL STATEMENT OF POLICY**

This is the Health and Safety Policy of Lytchett Minster and Upton Town Council.

Lytchett Minster and Upton Town Council recognizes and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers, visitors; and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, inspection, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities; and to provide adequate training as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on: May 2021

Signed by:

Health and Safety

**2. RESPONSIBILITIES**

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Town Council of Lytchett Minster and Upton. The Clerk is responsible for this policy being carried out at all the Council's Premises and all areas listed below. In the event of absence of the Town Clerk, responsibilities throughout this document

2.2 The following person is responsible for safety in particular areas:

Town Council Offices 1 Moorland Parade Moorland Way, Upton	Town Clerk
Pavilion, Sea View Road, Upton	Town Clerk
Storage Container	Town Clerk
The Grove, Sea View Road Upton	Town Clerk
Cemetery Blandford Road North	Town Clerk
Recreation Ground, Sea View Road, Upton	Town Clerk
Overflow Car Park, Sea View Road	Town Clerk
Car Park, Sea View Road	Town Clerk
Allotment, Slough Lane Upton	Town Clerk
Redwood Road Play Area, Redwood Road, Upton	Town Clerk
Warbler Close Skatepark/ Play Area, Warbler Close, Upton	Town Clerk
Hibbs Close	Town Clerk
St Martins Park	Town Clerk
Meadow Garden	Town Clerk

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Lytchett Bay View	Town Clerk
Jubilee Gardens	Town Clerk
Land at Hop Close	Town Clerk
Clocktower Site	Town Clerk
Cedar Tree	Town Clerk
Plots (4), Frampton Terrace	Town Clerk
Poole Road Wall	Town Clerk
Open Spaces at Dacombe	Town Clerk
Open Space Hickory/Doussie Close	Town Clerk
Open Space Cherry Hill Grove	Town Clerk
Land at Factory Road	Town Clerk

- 2.3 All employees/councillors/contractors/volunteers have the responsibility to co-operate with the Town Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All contractors must provide evidence of their public liability insurance. Volunteers are asked to sign up to our Volunteer Code of Conduct.
- 2.4 Whenever an employee, councillor, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.5 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.
- 2.6 The Accident Record Book is kept in the kitchen, Town Council Office, 1 Moorland Parade.
- 2.7 The Accident Record Book is kept in the kitchen, The Grove, Sea View Road, and the Groundsman Room, Sports Pavilion, Sea View Road.
- 2.8 A personnel log in sheet has been provided by the Town Council for the tenants occupying 1A and 1B Moorland Parade. This is situated on a shelf inside the front door and is intended to document which personnel is in occupation in the event of a fire.

**3. FIRST AID**

3.1 First Aid box is located as follows:

Box 1: The kitchen at the Council Offices, 1 Moorland Parade.

Box 2: The Pavilion, Sea View Road, Upton.

Box 3: The Grove, Sea View Road, Upton

Box 4: Council Vehicles

Box 5: Allotment Compound

3.2 Appointed persons responsible for boxes are:

Box 1: The Town Clerk (when absent Office Manager).

Box 2: The Groundsman (when absent Assistant Groundsman).

Box 3: The Town Clerk (when absent Office Manager)

Box 4: The Groundsman (when absent Assistant Groundsman).

Box 5: The Groundsman (when absent Assistant Groundsman).

3.3 Defibrillators are located at the St Peters Finger public house in Dorchester Road, Lytchett Minster and on the external wall of the Town Council Offices. They are both in the ownership of the Town Council and are checked monthly by a staff member or councillor and the relevant websites updated.

**4. FIRE SAFETY/GENERAL SAFETY**

4.1 Fire extinguishers shall be visually inspected monthly in the Town Council offices by the Office Manager. Fire extinguishers shall be visually inspected monthly in The Grove by the Town Council Groundsman. Fire extinguishers shall be maintained annually (currently by Dorset Fire Protection, Midland Road, Winton, Bournemouth, BH9 1PA) and a certificate of inspection obtained.

4.2 The fire alarm system at the Council Offices shall be tested weekly prior to an evening meeting by a trained council representative. A fire drill shall be held annually at the Council Offices and all other premises. Annual electrical certificates shall be obtained on all Council occupied premises, and held as records at the Town Council offices. A fire alarm system has been installed and covers all the floors of 1 Moorland Parade. It is checked weekly and the checks are recorded.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

- 4.5 Fire risk assessments will be undertaken for:
- Town Council Offices
  - Sports Pavilion
  - The Grove
  - Allotment Compound
- 4.6 The Town Council has a Fire Warden. Each building location has a Fire Marshall. Each organisation or hirer occupying Town Council premises must appoint their own Fire/Health and Safety Representative.
- 4.7 All Town Council premises fitted with a carbon monoxide detector which are tested regularly.

**5. TRAINING**

- 5.1 The Town Clerk has overall responsibility for training.

**6. SPECIFIC POLICIES**

- 6.1 Policies for particular premises and activities are completed
- 1. Offices/The Grove.
  - 2. Grounds Maintenance.
  - 3. Caretaking and Cleaning.
  - 4. Lifting and Handling.
  - 5. Covid-19
  - 6. Home working policy

**7. EMPLOYMENT OF CONTRACTORS**

- 7.1 A copy of the Health and Safety policy will be made available to all contractors.

**8. REPORTING AND RECORDING ACCIDENTS/INCIDENTS**

- 8.1 Accidents shall be reported to the Town Clerk who will record them in the Accidents Record Book.
- 8.2 An incident book is held in the Town Council offices and all incidents shall be reported to the Town Council Office and written into the incident log. Staff shall have copies of an incident reporting form, which they should complete in the event of an incident. An incident is defined as an event which is non-routine and has the possibility of reputational/financial/asset damage to the Town Council property or its employees/volunteers.

9. **SMOKING**

- 9.1 Smoking is not allowed in offices or any other Town Council owned premises (compounds, containers, changing rooms, stores, vehicles).

## **OFFICES/THE GROVE Annexe 1**

### **1. HEATING, LIGHTING AND VENTILATION**

- a) Temperature must reach a minimum of 16 °C (60.8 °F) after the first hour of working time and be maintained between 16 °C (60.8 °F) and 20 °C (68 °F) throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

### **1. ELECTRICAL EQUIPMENT**

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations (18<sup>th</sup> Edition).
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plug fuses must be fitted to suit current load of the equipment being used, e.g. computer, router, fan: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

- g) In the event of power loss or electrical breakdown, a qualified electrical engineer should be called and any modifications should be recorded and attached to certification.
- h) Portable Appliance Testing (PAT) is carried out every two years.

**2. FURNITURE, FITTINGS AND EQUIPMENT**

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used and a replacement obtained.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

**3. FIRE PRECAUTIONS**

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction and be emptied as appropriate, not less than weekly.



## **GROUNDS MAINTENANCE Annex 2**

1. Only contractors or authorised members of staff and council members, who have received training and instruction in the operation of machinery, vehicles and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Warden.
8. The manufacturer's instructions regarding the safe use of chemicals, machines, and powered hand tools must be adhered to - this includes manufacturers guidance relating to the wearing of safety equipment.
9. Appropriate protective clothing such as gloves and overalls, face masks, ear defenders and boots must be used when operating with machinery and chemicals including herbicides and pesticides. When working in ditches and ponds, suitable waders must be worn (no lone working in this environment permitted).
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. Low level ladder only permitted and colleague to be present. Suitable signage should be used to warn others of potential hazard.
11. Pathways on Council owned premises shall be inspected annually.
12. Operators must be aware of the dangers when using cutting tools, cutting disks and abrasive wheels etc. Ensure correct disk and drills are used for the appropriate materials.
13. Chain saws and bush cutters must only be used by trained and qualified member of staff. Care and warning signage must be undertaken to alert others to the potential danger and not impacted by flying objects.

14. Drinking from hose pipes and the water bowser is not permitted as the contents are considered not potable.
15. When any uncertain arises about the use of a tool, or task – guidance should be sought before carrying out the task.
16. When trailing hoses are used/laid across public pathways appropriate warning signage should be used to highlight the trip hazard.
17. All COSHH regulations should be adhered to. For more information and guidance please refer to the Health and Safety Executive website.

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Note: The advice in this note is based on the Society's understanding of the law and practice at the present time and is not intended to be a comprehensive statement and no liability can be accepted for any error, omissions or inaccuracies contained therein