

# **RIPON CITY COUNCIL**

## **HEALTH & SAFETY POLICY STATEMENT OF INTENT**

### **HEALTH and SAFETY POLICY - STATEMENT OF INTENT**

**In compliance with the Health & Safety at Work Act 1974 (HASAWA) and all relevant Health & Safety Regulations.**

It is the policy of Ripon City Council to seek to provide a safe and healthy place of work environment for employees, councillors, and visitors to Ripon City Council offices in Ripon Town Hall.

To achieve this, Ripon City Council will provide, so far as is reasonably practicable:-

- i. safe systems of work
- ii. safe access to and exit from the Council's offices and procedures for evacuation in emergency
- iii. information, instruction, training and supervision in health and safety matters.

#### **DUTY OF EMPLOYEES:**

The Health & Safety at Work Act also lays down certain duties on all employees. In particular, staff have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues, the public or others with right of access to the organisation's premises at any time.
- adhere to the safety procedures laid down by the organisation.
- report all accidents, near-miss occurrences and hazardous situations to the appropriate persons (for procedures see Schedule 2).
- wear and use personal protective equipment where provided for use at work.
- meet their other statutory safety obligations including those laid down in Section 8 of the Act, which states that: " No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

#### **RESPONSIBILITY FOR THE HEALTH AND SAFETY POLICY AND PRACTICE:**

\* The Ripon City Council will have the overall responsibility for the organisation's Health & Safety Policy and Practice; the day-to-day responsibility for health and safety practice shall rest with the Mayor.

#### **FUNCTIONS OF THE COUNCIL:**

1. A member of the Council should be designated as a Health and Safety Officer, who will report any problems to the Mayor who will act to remedy the problem and note his action at the first available meeting of the Staffing/F & GP Committee.

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2. The Health and Safety officer will monitor the effectiveness of Ripon City Council's Health and Safety Policy with the Mayor, and will investigate potential hazards and dangerous occurrences at the work place, and carry out inspections and view related documents.
3. The Health and Safety officer will investigate complaints by any employee relating to Health & Safety or welfare at work.

## **INSPECTIONS**

The Health and Safety officer will take responsibility for organising and maintaining Health and Safety Inspections, and acting upon the results promptly and effectively.

## **TRAINING**

The Health and Safety Officer will undergo suitable training on safety management, and advise employees on Job Safety and Accident prevention. The HSO will recommend any safety training that may be required.

## **SAFETY POLICY**

The Health and Safety Officer will oversee the implementation of this Health & Safety policy.

## **SCHEDULE 1**

### **First Aid**

Equipment: a minimum of one first aid box will be available and accessible in the Ripon City Council's office. A further first aid box will be available at Quarry Moor. The HSO will be responsible for ensuring the contents of each box are maintained to current health and safety regulations.

Training: All staff will undergo basic first aid training within the first year of employment. Staff may continue to further advance training if they wish to do so.  
The organisation is to always have the statutory number of trained first aiders.

## **SCHEDULE 2**

### **Recording of Accidents and Injuries**

1. Ripon City Council will establish a register of accidents and injuries at all places of work.
2. The HSO be responsible for maintaining the register of accidents and injuries.
3. A written record must be kept of all notifiable accidents for at least 3 years.

**NOTE "notifiable accident"** is defined as an accident arising out of or in connection with work, resulting in death or injury to any person or in the case of an employee resulting in an

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incapacity of more than 3 days.

The recording must include:

- a) The date of the accident
- b) Name, sex, age, occupation of the person injured and the nature of the injury
- c) The place where the accident occurred and a brief description of the circumstances
- d) Name of person recording accident
- e) Names of witnesses

### **SCHEDULE 3**

Ripon City Council will also take necessary steps to ensure Health and Welfare of its employees under the Offices, Shops and Railway Premises Act 1963 regarding provisions of cleanliness, overcrowding, temperature, ventilation, lighting, sanitary conveniences and washing facilities, drinking water and accommodation for clothing.

#### **Cleanliness**

Premises and furniture and fittings will be kept clean, with floors and steps cleaned once a week.

#### **Overcrowding**

No room should be so overcrowded as to cause risk of injury to the health of people working there.

#### **Temperature**

Ripon City Council has a duty to ensure that all rooms are adequately heated and that a thermometer is provided on floor of the building that may be seen by all employees; (Maximum temperature 24C, 78F, minimum 16C, 60F).

#### **Ventilation**

There must be suitable and adequate ventilation for all rooms used for work purposes. Ventilation may be natural or by mechanical means.

#### **Lighting**

Effective provision must be made to ensure adequate natural or artificial lighting.

#### **Sanitary Conveniences and Washing Facilities**

Ripon City Council is obliged to make arrangements to provide suitable and sufficient sanitary conveniences at places conveniently accessible to employees. They must be kept clean, properly maintained and ventilated. They must also be adequately lit.

Ripon City Council is obliged to make arrangements to provide sufficient and suitable washing facilities, including a supply of clean, running hot and cold water, soap, clean towels or other means of drying hands. As with sanitary conveniences adequate lighting, ventilation and cleanliness are essential.

#### **Safety Clothing**

Where special protective clothing is provided for use in working time, a suitable place must

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be provided for storing and drying such clothes.

### **Sitting Facilities**

Where staff spend most of their time sitting down, for example, typists and secretarial staff, it is essential that suitable seating, giving adequate back supports, be provided.

Where staff are likely to be standing for considerable periods of time suitable facilities for sitting down should be made available.

## **SCHEDULE 4**

### **Control of Substances Hazardous to Health 1989**

Ripon City Council in compliance with this regulation will in the first instance eliminate the use of hazardous materials on the premises by substitution with less hazardous material; in the second instance the use of hazardous materials will be controlled at source by limiting exposure and providing protective equipment.

### **Electricity at Work Regulation 1991**

Ripon City Council in compliance with this regulation will have all electrical appliances checked on a yearly basis by a competent and qualified electrician and defective appliances will be removed from use.

### **Health & Safety (Display Screen Equipment) Regulation 1993**

Ripon City Council will replace where appropriate and provide where required relevant equipment for VDU users before December 1994. All employees defined as 'users' under this regulation will undergo an eye test at Ripon City Council's expense on a yearly basis, and a 5 - 10 minute break will be implemented for users after every hour of continual VDU work.

## **SCHEDULE 5**

### **Fire, Bomb and Other Emergencies**

Ripon City Council accepts a duty to take adequate precautions against fire and other emergencies; also to provide information about actions to be taken in the event of fire and other emergencies. General oversight of these arrangements is the responsibility of the HSO

- i. Emergency exits to be clearly marked in a range of appropriate languages
- ii. Emergency exits to be kept clear of obstruction at all times
- iii. Notices concerning emergency and evacuation procedures to be clearly displayed for all to see. These notices to be in a range of appropriate languages.  
**The notices must not be removed.**
- iv. Staff of Ripon City Council should be given instruction in order to be familiar with:

#### **All emergency exits**

#### **Location of fire fighting equipment**

#### **Uses of fire fighting equipment, (NOTE - red extinguishers should never be used on electrical fires)**

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**(This instruction to be given to new staff as part of their induction)**

- v. All fire fighting equipment to be tested on a yearly basis in accordance with a planned maintenance schedule
- vi. All emergency alarms to be tested on a weekly basis
- vii. Procedures for evacuating the building in an emergency should be practised twice a year.
- viii. That procedures 5, 6 and 7 are recorded on the appropriate form

**All Ripon City Council staff should follow the Following EMERGENCY EVACUATION PROCEDURES:**

- i. If you identify a fire, a bomb or other emergency situation it is your duty to raise the alarm as quickly as possible to warn others in the building. This can be done by breaking the glass to the fire alarm situated in the main office or by shouting the appropriate warning e.g. 'FIRE FIRE'.
- ii. Only tackle the fire **AFTER** you have raised the alarm and then only if it is safe to do so without endangering yourself and others.
- iii. If you hear an emergency alarm you should leave the building in an orderly manner by the nearest Emergency Exit taking with you any visitor(s). Ripon City Council is responsible for clearing its offices. If possible whoever raises the alarm will be responsible for contacting the emergency services and liaising with them.
- iv. Go immediately to the Emergency Assembly Point . Remain there until a check has been undertaken that all occupants of the building are accounted for. Please make sure you have nominated someone to check the names and report to the Clerk, or whoever raised the alarm, who will liaise with the emergency services. Wait for instructions and do not re-enter the building until you are advised that it is safe to do so.
- v. Remember to report **any** suspicious circumstances to the HSO/Mayor straight away e.g. smell of gas, fumes etc.

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