



Health & Safety Policy

Ilfracombe Town Council

This is the statement of general policy and arrangements for:

Ilfracombe Town Council

Overall and final responsibility for health and safety is that of:

Mayor of Ilfracombe

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Proper Officer / Operations Supervisor

This policy constitutes the Health and Safety Policy as required under the Health and Safety at Work etc Act 1974.

It is in three parts:

- ◆ A Statement of Intent
- ◆ How Ilfracombe Town Council is structured, and the policy implemented (Organisation)
- ◆ How the policy will operate, and how the health and safety management systems are monitored and approved (Arrangements)

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Statement of General Policy

The elected members of Ilfracombe Town Council (hereinafter referred to as the Council) acknowledge their ultimate responsibility for the health and safety of employees and any others affected by the work of the Council. It is the policy of the Council to:

- ◆ recognise that Health and Safety is a council issue and to identify the Proper Officer / Operations Supervisor of the Council as having responsibility for the Health and Safety of Council operations;

- ◆ recognise that a Health and Safety Policy is not a stand alone policy and is supported by the following ITC policies :

Disciplinary Policy	DSE Policy	L & D Policy	Lone Worker Policy	No Smoking Policy	Overtime & Toil	Room Hiring Policy
Safeguarding	Sickness & Absenteeism	Stress at work Policy	Training & Development (Office & Councillor) Policy	Use of Vehicle Policy	Policy	

- ◆ regard Health and Safety in the same way as service, financial and other business objectives;
- ◆ ensure that Health and Safety legislation is complied with and to strive towards exceeding this minimum standard by facilitating the development of a positive health and safety culture and the adoption of the best management and operational practices;
- ◆ make available adequate financial, physical and personnel resources to fulfil Health and Safety requirements including the provision of safe and healthy working premises, environment, equipment and working practices together with appropriate information, instruction, training and supervision;
- ◆ establish the organisation and arrangements for the effective identification, assessment and management of risks to the Health, Safety and Welfare of employees, the public, tenants and contractors;
- ◆ expect all employees to meet their general Health and Safety obligations to colleagues, the public and others, and to carry out their specific Health and Safety duties;
- ◆ require that accidents are investigated fairly and adequately to identify measures to be taken to minimise any recurrence of loss, injury or ill health;
- ◆ monitor the effectiveness of this policy by receiving and considering reports and reviews of Health and Safety in the Council.

Signed on behalf of ITC: _____ Name: _____ Position: Mayor of Ilfracombe

Adopted by Ilfracombe Town Council on: _____ Date of review: _____

ITC Health and Safety Policy

Organisation

ITC Responsibilities

RESPONSIBILITIES	RESPONSIBILITY OF:	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Proper Officer	Relevant risk assessments are carried out by the Proper Officer and actions arising out of those assessments implemented.
To provide adequate training to ensure employees are competent to do their work.	Proper Office	Staff will be given health & safety induction and appropriate on-the-job training. Further training will be identified at quarterly reviews.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Proper Officer	Staff are consulted in health and safety related matters at regular staff meetings, given advice and supervised to ensure competence.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Proper Officer	Escape routes well signed and kept clear at all times. Evacuation and emergency procedures are tested every 6 months. Contingency planning.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Proper Officer	Systems are in place for routine inspections and maintenance of lift, portable appliances, emergency lights and alarms. Systems in place for preventing legionella.
To provide safe facilities for members of the public visiting The Ilfracombe Centre	Proper Officer	As above (escape routes, emergency procedures, inspections and maintenance).
To provide safe working accommodation and conditions for tenants and other users of The Ilfracombe Centre	Proper Officer	As above. Health & Safety policy to be given to all tenants and hirers. Tenants to be included in H&S updates.
To ensure all contractors working on site at The Ilfracombe Centre and on council business elsewhere conduct their work in a safe and healthy manner.	Proper Officer	Health & Safety to be built into the contract. H&S policy to be given to contractor prior to commencement of work. Copies taken of contractors' method statements, risk assessments and insurance.
To provide adequate financial and time resources in order to maintain safe and healthy working conditions.	Mayor Proper Officer	A budget will be set aside and time allowed for staff for health & safety related matters.
To review the health and safety and related policies annually or more frequently if necessary	Proper Officer Staffing Group Full council	The policy will be reviewed to ensure organisational arrangements, risk assessments and control measures are adequate and up to date. Revised policy will be presented to council for approval annually.
To monitor the effectiveness of the health and safety policy annually	Proper Officer Staffing Group Full Council	The effectiveness of the policy will be monitored using accident and incident trends and staff feedback.

Organisation

Councillor Responsibilities

All councillors must:

- ◆ Acknowledge overall responsibility for health & safety matters
- ◆ Monitor the effectiveness of the health & safety policy
- ◆ Review the health & safety policy and revise as and when appropriate

Employee Responsibilities

All employees must:

- ◆ Co-operate with managers and councillors on health and safety matters
- ◆ Not interfere with anything provided to safeguard their health and safety
- ◆ Take reasonable care of their own health and safety whilst carrying out their duties
- ◆ Take reasonable care of the health and safety of others whilst carrying out their duties
- ◆ Report all health and safety concerns to the Proper Office through their Line Manager
- ◆ Report all accidents, near misses and damage to the Proper Officer through their Line Manager

Tenant Responsibilities

- ◆ Co-operate with Operations Supervisor and staff on health and safety matters including evacuation drills
- ◆ Not interfere with anything provided to safeguard their health and safety
- ◆ Take reasonable care of their own health and safety whilst carrying out their duties
- ◆ Take reasonable care of the health and safety of others whilst carrying out their duties
- ◆ Report all health and safety concerns to the Operations Supervisor
- ◆ Assess the risks arising out of, or in connection with, their work carried out at The Ilfracombe Centre and all ITC assets, putting suitable measures in place to control tho:

Organisation (Responsibilities continued)

Contractor Responsibilities

- ◆ Co-operate with the ITC Operations Supervisor/Project Manager and staff on health and safety matters
- ◆ Take reasonable care of their own health and safety whilst carrying out their duties
- ◆ Take reasonable care of the health and safety of others whilst carrying out their duties
- ◆ Provide ITC with copies of risk assessments and method statements appropriate and specific to the work to be carried out.
- ◆ Provide ITC with copies of insurance certificates covering work to be carried out.
- ◆ Report all health and safety concerns to the Operations Supervisor

Arrangements

Health and safety risks arising from our work and how they will be managed

Risk Assessment:	Undertaken By:	Findings Reported To:	Action to remove/control risk approved by:	Responsibility for ensuring action is implemented rests with:	Checking implemented actions have reduced risk:
General risk assessment	Operation Supervisor	Full Council	Full Council	Staffing Group	Proper Officer
Fire risk assessment	Operation Supervisor	Full Council	Full Council	Staffing Group	Proper Officer
Display screen equipment RA	Self assessment	Full Council	Full Council	Staffing Group	Proper Officer
Manual Handling RA	Facilities Operative	Full Council	Full Council	Staffing Group	Proper Officer
Noise risk assessment	TMO	Full Council	Full Council	Staffing Group	Proper Officer
Lead risk assessment	Facilities Operative	Full Council	Full Council	Staffing Group	Proper Officer
Asbestos risk assessment	Pearce Construction	Full Council	Full Council	Staffing Group	Proper Officer
COSHH risk assessment	Facilities Operative	Full Council	Full Council	Staffing Group	Proper Officer
First Aid risk assessment	Operation Supervisor	Full Council	Full Council	Staffing Group	Proper Officer
Activity/Location specific Ras	Programme Manager	Full Council	Full Council	Staffing Group	Proper Officer

Arrangements

Emergency Procedures

Procedure	Method	Frequency	Responsibility of:	Detailed instructions
Fire extinguishers	Inspection	Weekly & monthly	Facilities Operative	
Fire extinguishers	Servicing	Annually	Facilities Operative	
Fire Alarm	Testing	Weekly	Facilities Operative	
Fire Alarm	Inspection & servicing	Quarterly	Facilities Operative	
Emergency Evacuation	Evacuation Testing	Every 6 months	Proper Officer/ Operations Supervisor	
Emergency Evacuation	Induction	As occurring	Line Manager	
Emergency Evacuation	Publishing of Information Sheet	As occurring	Proper Officer/ Operations Supervisor	
Dealing with suspicious items	Induction	As occurring	Line Manager	
Dealing with suspicious items	Publishing of Information Sheet	As occurring	Proper Officer/ Operations Supervisor	
Sharps	Reporting Procedure	As occurring	Facilities Operative	
Contingency Planning	Procedure	Annually	Proper Officer/ Operation Supervisor	
Intruder Alarm	Service and test	Every 6 months	Facilities Operative	
Staff Assistance alarm	Service and test	Every 6 months	Facilities Operative	
Staff Assistance alarm	Testing	Weekly	Facilities Operative	
Emergency Lighting	Testing	Monthly	Facilities Operative	
Emergency Lighting	Servicing	Quarterly	Facilities Operative	
Legionella Prevention	Running shower	Weekly	Facilities Operative	
Accident and Hazard Reporting	Reporting Procedure	As occurring	All staff	
Toilet Cleaning	Inspection & servicing	Daily	Cleaner	

ITC Health and Safety Policy

Arrangements

Maintenance of plant and equipment

Plant/equipment	Maintenance Procedure	Frequency	Responsibility to draw up and implement effective procedure:	Responsibility to check that new plant and equipment meets health and safety standards before purchase:	Details
Lift	Lift inspection - ISCA Comprehensive Lift service - ISCA	Annual inspection Service - 4 times p.a.	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	
Portable Appliances	Testing	Annually	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	
Electrical Equipment	Electrical Inspection	Every 4 years	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	
Automatic Doors	Dorma Maintenance Programme	Annual service visit	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	
Plant room (boiler and flue)	Service	Annually	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	
Air conditioning unit	Service	Annually	Facilities Operative	Ilfracombe Centre Manager	
Air handling unit	Service	Annually	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	
Extract fans	Service	Annually	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	
Control panels	Service	Annually	Facilities Operative	Ilfracombe Centre Manager/Operations Supervisor (Lantern)	

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Arrangements

How ITC will consult, instruct and supervise its employees in matters of Health and Safety

ITC will consult with its employees in the following ways:	Responsibility of:
Health & Safety will be on the agenda at staff meetings and staff will be encouraged to actively identify any new risks and suggest control measures.	Proper Officer
The Hygiene Operative will be consulted weekly regarding health and safety issues encountered	Town Maintenance Operative
Issues raised at staff meetings will be taken to the meeting of the Officers and Staffing Group Members	Proper Officer
Staff will receive induction training in Health and Safety and a copy of the Health & Safety Policy from Line Managers	Proper Officer
A copy of the Health & Safety Policy will be stored electronically and a hard copy kept in the ITC Office	Operations Supervisor
The Health & Safety Law poster giving employee advice is displayed in the ITC office	Operations Supervisor
Health and Safety Advice will be made available to all employees	Operations Supervisor
Health & Safety Training will be identified during six months reviews	Line Managers
ITC will provide resource for the Health & Safety training of its employees	Full Council
Staff will be supervised to ensure competence is maintained	Line Managers

ITC Health and Safety Policy

Arrangements

Monitoring the effectiveness of the Health & Safety Policy

The effectiveness of the Health & Safety Policy will be monitored by Full Council using the following key performance indicators:

- ◆ All risk assessments will be completed and up to date (via H&S Report)
- ◆ All staff will be suitably trained for their roles and responsibilities (via Staffing Committee)
- ◆ Health & Safety will be discussed regularly at full council
- ◆ All plant and equipment will be serviced, inspected and maintained to the timescales laid out in the policy (via TMO Report)
- ◆ Fire evacuation practices will have been carried out every 6 months as a minimum (via H&S Report)
- ◆ Work related staff sickness KPI (via Staffing Committee)

Reviewing and revising the Health & Safety Policy

The Health & Safety policy will be reviewed and, as necessary, revised by the F&GP committee on the following occasions:

- ◆ Annually prior to adoption at full council and signing by the new Mayor
- ◆ After changes in the organisation, job roles, working patterns, etc
- ◆ As a result of feedback from staff consultation
- ◆ As a result of changes in the working practices of employees
- ◆ Following investigation into accidents or near-misses.
- ◆ Following relevant changes in legislation

Safety Training

Record of Safety Training

First Aid

Manual Handling

Dispute resolution

Evacuation

Fire awareness

Operations Supervisor

Operations Supervisor

Operations Supervisor

Operations Supervisor

Operations Supervisor

Operations Supervisor

Legionella Prevention

Record of Prevention Procedure

Facilities Operative

COSHH Risk Assessments

COSHH Assessment Record for caretaker's use of disinfectant

Facilities Operative/Town Maintenance Operative

COSHH Assessment Record for HO and Town Warden's use of herbicide

Town Maintenance Operative

General Risk Assessments

Record of Risk Assessment for Roof Works

Facilities Operative/TMO

Record of Risk Assessment for all external activities

Town Maintenance Operative

Record of Risk Assessment for Car Parks (Ropery/Cheyne Beach)

Town Maintenance Operative

Record of Risk Assessment for all ITC external assets

Town Maintenance Operative

Lantern Centre - General Risk Assessments

Operations Supervisor

Lantern Centre - Fire Alarm System Log Book

Carried out by:

Quarterly Fire Alarm & Emergency Lighting Inspection

Challenge Alarms

Fire Action Sign & Evacuation Route

Displayed at all emergency exits

Fire Extinguishers - Record of Monthly Tests

Facilities Operative

Record of Miscellaneous Tests and Checks

Facilities Operative

Emergency Lighting - Record of Monthly Tests

Facilities Operative

Annual Service of Fire Extinguishers

AFS Fire & Security

External Events/Projects Risk Assessment

Programme Manager

Policy reviewed:

Adopted: 11/11/2019

Next review: