

# **HEANOR AND LOSCOE TOWN COUNCIL HEALTH AND SAFETY POLICY**

It is essential for the safety of all in the Council that every employee should be aware of the Council's Health and Safety Policy (HSP). For this to work effectively and for the good of all, co-operation and good communication with the Council on all Health and Safety matters is essential. All employees should take reasonable care in Health and Safety of themselves and other persons including members of the public.

## **PERSONS RESPONSIBLE WILL:**

- 1) Administer First Aid as necessary or send for treatment.
- 2) Report and record any injuries
- 3) Check that adequate First Aid kits are available at each work place
- 4) Ensure that in their absence a suitable person will take over their duties

## **ALL EMPLOYEES ARE TO REPORT ANY INJURY RECEIVED WHILST AT WORK OR UNDER INSTRUCTION**

## **ACCIDENT BOOKS**

All accidents or injuries involving employees must be recorded in the accident book.

## **HEALTH AND SAFETY POLICY**

The Health and Safety Executive must be informed of relevant accidents or dangerous occurrences.

- 1) The Town Council will, in accordance with the Act, so far as is reasonably practicable, meet its responsibilities and will pay particular attention to the provision and maintenance of :-
  - (a) Plant, equipment and systems of work that are safe and without risk to health
  - (b) Safe arrangements for the use of handling and storage and transportation of articles and substances
  - (c) Sufficient information, training, instruction and supervision to enable all employees to avoid hazards and so enable them to contribute positively to their own and to other persons health and safety

- (d) A safe place of work and access (way in) and egress (way out) thereto and therefrom
- (e) A healthy working environment
- (f) Adequate welfare facilities

The Town Council will provide technical advice on Health and Safety matters where this is necessary, to assist to engage in its activities without risk to its personnel. Safety policies must necessarily involve all personnel irrespective of their status or function.

The Council reminds you of your statutory duty under section 7 of the Health and Safety at Work Act.

It shall be the duty of every employee while at work:-

- 1) To take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work
- 2) Any duties or requirements imposed on his/her employer or any other persons by or under any of the relevant provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with

The requirements of this section are such that if you do not act in accordance with the duty set for the above you can be held responsible in law. This could result in prosecution.

## **YOU ARE RESPONSIBLE**

Remember always that you are an employee of Heanor & Loscoe Town Council and your conduct should always be responsible and orderly so that it reflects favourably on yourself and the Council.

- 1) Take care that you do not expose other traders, site personnel or members of the public to any danger whilst you are at work
- 2) If you are not thinking safety you are a danger to yourself and others around you.
- 3) The public and especially children are a hazard on site both during work and after, do not encourage them
- 4) Remember that you have a legal responsibility under the Health and Safety at Work Act

- 5) H. M. Factory Inspectors may prosecute you if you are found working in an improper manner or using equipment likely to cause an accident

## **CLOTHING AND EQUIPMENT**

Unsuitable clothing can be unsafe and can cause personal injuries

- 1) Safety equipment is provided:-  
Helmets, boots, gloves, goggles, breathing masks  
These must be used when directed, failure to do so may result in disciplinary action
- 2) Don't wear scarves or ties or loose clothing which catch in anything
- 3) Avoid if possible personal jewellery, rings, bracelets etc.
- 4) Remember that unsuitable protection against wet or cold weather conditions in your clothing can cause accidents

## **HANDLE MATERIALS SAFELY**

Correct handling prevents accidents

- 1) Always lift materials carefully, use your legs, not your back
- 2) Get help when lifting heavy loads
- 3) Be sure you have a clear path when carrying loads

## **CORRECT AND SAFE HANDLING OF TOOLS AND EQUIPMENT**

Use tools and equipment safely - it makes your job safer and more efficient

- 1) Keep tools and equipment clean and in good working order
- 2) Keep safety guards in place
- 3) Do not operate tools or equipment if you have not been trained in the correct method of operations
- 4) Check that all the electrical tools operate from a 10 volt supply when out on site
- 5) Check that all the plugs and sockets are undamaged, correctly wired and that they are earthed (IF IN ANY DOUBT CONTACT AN ELECTRICIAN)

## **PERSONAL HEALTH AND HYGIENE**

Be clean, be safe

- 1) Protect yourself at work, wear clean clothing and footwear suitable for weather and working conditions
- 2) Keep safety equipment, helmets, goggles, breathing masks etc. clean, especially where they come into contact with your skin
- 3) Wash your hands before eating
- 4) Wash your hands before and after going to the toilet

## **FIRST AID**

GET FIRST AID FAST - should an accident occur inform site First Aid personnel at once

- 1) Make sure you know site procedure for dealing with accidents
- 2) Know location of telephone so that ambulance or medical services can be called if necessary
- 3) Do not attempt First Aid yourself unless you have been fully trained - GET HELP
- 4) Some accidents may require instant action. Use your common sense - GET HELP
- 5) Report all accidents in the appropriate manner (i.e. enter in the Accident Book the full details)