



STOKESLEY TOWN COUNCIL

**(including STOKESLEY TOWN HALL TRUST
and STOKESLEY MANORIAL LANDS TRUST¹)**

HEALTH AND SAFETY POLICY



Adopted 8 September 2020

¹ Any reference to 'Stokesley Town Council', 'the Town Council' or 'the Council' includes both the trusts.

Document Version Control

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Contents

Section 1	4
Health, Safety and Welfare Policy.....	4
Statement of Health, Safety and Welfare Policy.....	4
Section 2	7
Organisation and Responsibilities.....	7
Section 3	10
Arrangements	10
Accident reporting	10
Employee’s responsibilities	10
Employer’s responsibilities.....	10
Contract workers	11
Risk Assessments	11
Age of Workers	13
Allotments.....	13
Car Parks	15
Cleaning	15
Control of Substances Hazardous to Health (COSHH).....	16
Display Screen Equipment	16
Electricity at Work.....	16
Events.....	17
Fire Safety	17
First Aid	17
Gas Safety	17
Hazardous Substances	17
Hiring of Town Hall Facilities.....	17
Lone Working.....	18
Manorial Land Cobbles	18
Manual Handling Operations	19
Noise and Vibration	19
Office Activities	19
Personal Protective Equipment	20
Play Areas.....	20
Provision and Use of Work Equipment	21
Public Conveniences	21
Stress.....	22
Town Hall	22
Use of Contractors	24
Grounds Maintenance	24
Use of Volunteers	24
Work Equipment.....	24
Working at Heights	24
Young and Older Employee Health and Safety	24
Other Areas / Activities.....	24

Section 1

Health, Safety and Welfare Policy

Stokesley Town Council (the Council) has adopted a health and safety policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, you should consult the Town Clerk.

Statement of Health, Safety and Welfare Policy

Stokesley Town Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities, and declares its intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Stokesley Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the Council where it has legal obligations.

Stokesley Town Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Objectives

The Members of **Stokesley Town Council's** objectives in this respect are to:-

1. Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
2. Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the Council's activities.
3. Assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
5. Provide procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council.
7. Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.
8. Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
10. Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises.
11. Provide a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
13. Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
14. Provide an organisation with responsibility for making this Policy effective. This includes nomination of a Health and Safety Committee which shall have direct responsibility for the general oversight of health and safety within the Council. Councillors appointed to the Health

and Safety Committee are able to appoint the Town Clerk and other Members of the Council to act on their behalf in carrying out relevant instructions.

15. Ensure that accident prevention within **Stokesley Town Council** is an integral part of operational management and is supported by a competent advisory service.
16. Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure they are not put at risk by the Council's work activities.
17. Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
18. Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
19. Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
20. Keep the health and safety policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable.

Section 2

Organisation and Responsibilities

1. The Full Council will:-
 - a) Receive reports from the Health and Safety Committee.
 - b) Consider overall trends and issues likely to affect the Council.
 - c) Monitor the health and safety performance of the Council and compliance with legislation.
 - d) Promote a positive health and safety culture within the Council.
 - e) Ensure that adequate resources are available to discharge the Council's health and safety commitments.
 - f) Where necessary, give assistance to the Town Clerk in carrying out inspections in the interests of effective Health and Safety management;
 - g) Undertake, in conjunction with the Clerk, safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.
2. The Town Clerk, on behalf of the Members of the Council, co-ordinates the implementation of the health, safety and welfare policy. The Clerk, together with the Health and Safety Committee, will:-
 - a) Advise on planning and development of health and safety training to meet the Council's requirements.
 - b) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
 - c) Advise on legal requirements affecting health, safety and welfare, and implementation of the Council's health, safety and welfare policy.
 - d) In conjunction with nominated Councillors, carry out routine site inspections on all Council sites, reporting on failures to meet the standards set and situations where Council employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).
 - e) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.
 - f) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
 - g) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate or control risk to the health and safety of employees.

- h) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by, regulations, codes of practice and Council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.
- i) Ensure that all works carried out on Council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards.
- j) Ensure that where the Council has supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
- k) Ensure that employees are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations.
- l) Ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
- m) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.
- n) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- o) Ensure that periodic statutory tests, inspections and, where applicable, maintenance of premises are carried out and the appropriate records kept.
- p) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building / premises are vacated as quickly as possible.
- q) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and Council instructions.
- r) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.
- s) Ensure that all employees under Council control are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.
- t) Ensure that regular consultation with the workforce takes place.

3. All **employees** are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to cooperate with **Stokesley Town Council** in the fulfilment of its duties with regard to health, safety and welfare at work. Each employee, therefore, will be responsible for:-
- a) Making himself / herself familiar with and conforming to relevant health and safety instructions at all times.
 - b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.
 - c) Reporting to the Town Clerk incidents that have led to, or may lead to, injury or damage.
 - d) Assisting as required in the investigation of accidents or incidents.
 - e) Wearing the appropriate personal protective equipment where required.

Section 3

Arrangements

These are descriptions of the procedures in place to manage particular areas of health and safety which may cross reference to work activity risk assessments

Accident reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The council accident book and or the RIDDOR accident report form will be completed by local managers or the Town Clerk.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:-

- Fatalities.
- Specified major injuries (see RIDDOR leaflet).
- Employees being absent from work for more than 3 days.
- Reportable industrial diseases (see RIDDOR leaflet).

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Town Clerk.

Employee's responsibilities

All employees are instructed at induction, of the requirements to report all accidents / near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of a local manager or Clerk. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:-

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Town Clerk.
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

Employer's responsibilities

The Town Clerk is to:-

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) Form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.

Contract workers

It is **Stokesley Town Council's** policy that when contractors are used they will act in the same way as direct labour of the **Stokesley Town Council** would. They are required to work to the Council's policy.

The Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhere to, the Council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is retained.

A copy of the safety policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

The Council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public there to be no exceptions.

Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Town Clerk by telephone on 01642 710270.

Should a contractor use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

Risk Assessments

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on **Stokesley Town Council** including the requirement to assess the risk to health and safety to employees and others arising out of **Stokesley Town Council's** undertaking.

Stokesley Town Council carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments are carried out on all council workplaces and on all activities organised by the Council. Risk assessments are carried out using a team approach by involving employees who are familiar with the work areas.

Risk assessments are used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.

- Evaluating and reducing the risk as far as reasonable practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Town Clerk and the Health and Safety Committee are responsible for:-

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of the risks to health and safety and the control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to:-

- a) Take reasonable care for their own and others' health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

The following paragraphs list the areas for which Risk Assessments have been completed and summarises the controls implemented. Full details of each Risk Assessment are held by the Town Clerk.

Age of Workers

- Provide young/older worker with sufficient information, instruction, training and supervision to carry out work activities.
- Training for all staff is recorded and held on file.
- Work activities are reviewed and restricted according to age related capability.
- Work activities that proceed are tailored to capabilities of the individual, and all staff have been reminded to raise any issues with Clerk
- Brief, written reminder provided to staff, on appointment and at least every two years and noted on file, to raise any concerns about specific work activities with Clerk.

Allotments

- Allotment tenancy agreement details authorised activities.
- Authorised Activities displayed on H&S notice board.
- Town Council permission required for activities outside the scope of the allotment tenancy agreement.
- Town Council holds relevant insurance.
- Tenants advised to hold their own personal insurance.
- Town Council requires fundraisers to provide evidence of adequate insurance cover.
- Monthly inspection (as a minimum) by Allotment Caretaker / Councillor, formally recorded and Town Clerk notified of any issues.
- Minimum of yearly inspection by full Allotments Committee (Awards Assessment Day) recorded and Town Clerk notified of any required actions
- Tenant / public complaints recorded in General Complaint Register, site inspected and level of risk assessed to prioritise work.
- Appoint contractor as necessary to clear identified area
- Tenants advised to keep First Aid Kits to hand.
- Breaches of the tenant's agreement with regard to standards of maintenance and cultivation lead to a Notice to Improve prior to Town Council 're-entry'.
- No large grassed areas.
- Verges and track way sprayed twice annually by contractor.
- Strimming carried out by Tenants with own equipment.
- Health & Safety notice covers Tenants use of mowing / strimming machines.
- Record any complaint in Complaint Register, site inspected by caretaker / committee and level risk assessed to prioritise any work required.
- Town Council responds to complaints from employees, tenants and members of the public if concerns are raised about condition of trees and hedges
- Work carried out by competent contractor on prioritised basis
- Trees inspected as part of monthly allotment inspection by Allotment caretaker / committee member
- Tenants advised not to work on boundary hedges above 8ft. and keep intersecting hedges below 5ft.
- Trees inspected by arboriculturist contractor annually as part of a town wide programme.
- Records relating to inspections kept electronically
- Contractor provides personal protective equipment, training and equipment to their employees.
- Contractor's risk assessments provided.

- Contractor provides copy of appropriate level of employer's liability & public liability insurance to council
- Allotment holders warn unauthorised visitors away.
- Signage displayed at the entry gate warning 'No Unauthorised Entry' and how to apply for access.
- Allotments fenced, gated and locked. Anti-climb paint applied with warning notices posted.
- Boundaries monitored by tenants, committee members and caretaker.
- Any damage, including vandalism, and repairs are undertaken as necessary.
- All trespasses reported to police and Town Council.
- Allotment holders complete 'Visitor Records' identifying legitimate regular 'visitors' as part of the tenancy agreement.
- A tenant must accompany all children.
- Allotment holders are only allowed sheds on allotments with the explicit permission of the Town Council.
- Tenancy agreement details all restrictions.
- Sheds containing hazardous equipment / materials must be vandal proofed
- Tenancy Agreement details all restrictions / prohibitions.
- H&S Notice displayed on board including advice on servicing heaters.
- On receipt complaints are recorded, site is inspected and level of risk assessed to prioritise work.
- Routine rodent /pest control inspections regularly carried out by our contractor.
- Licensed pest control contractor employed where required
- Allotment holders notified that poison to be laid, prior to baiting.
- Notices displayed on the entry point H&S Notice board advising on the current pest control strategy with safety data.
- Authorised, competent marksman holding membership and insurance with BASAC using an air rifle and under the H&S Safe Use of Guns guidance carries out rabbit culling.
- Marksman adheres to the allotment procedure as detailed in the specific risk management strategy provided and displayed on the H&S Notice Board.
- Tenancy agreement specifies fires are permitted only in certain conditions, within specified dates, times and also the nature of the waste.
- Windsock provided to ensure no smoke encroaches on highways or private gardens.
- H&S notice at the entry to the allotment site detailing the allotment rules on Fire.
- Tenants advised to have facilities on hand enabling them to extinguish fires where necessary.
- Town Council responds to newly identified potential hazards assessing the risk and prioritising the work or response required.
- Emergency contact information displayed inside and outside the Entrance Gateway. Including locality Post Code.
- Key safe attached to Entrance Gateway post.
- Key code lodged with Emergency Services central control.
- Local Police Station holds a padlock key.
- Changes to Access arrangements immediately notified to Emergency Services.
- Tenants advised to carry a mobile phone at all times. Do not leave in a vehicle.
- If experiencing health problems, tenants are advised not to go the allotments unaccompanied.

Car Parks

- Quarterly visual inspection by nominated Councillor who reports any concerns to the Clerk.
- Records relating to inspections kept, including where no defect is found and retained for minimum of 6 years.
- Council responds to complaints from members of the public if concerns are raised
- Defects repaired by approved contractor according to risk they pose
- Pavements or segregated area provided for pedestrians.
- Lighting provided.
- 30mph speed limit in place
- Clear visibility for oncoming traffic at entry / exit points
- Drains regularly cleaned.
- Potholes repaired as soon as possible.
- Defects repaired by approved highway contractor according to risk they pose
- Temporary Car Park information signs secured with two sand bags

Cleaning

- Screen can be locked to prevent entry when alone in the building.
- Dedicated telephone provided.
- All equipment PAT tested annually.
- Training provided in working at heights.
- Forms available for completion to report violence or the threat of violence
- Working at height training provided.
- Second Stewards assists when possible to foot ladders etc. Anti-slip mat provided.
- Window cleaning contractor employed to clean windows once a month
- Training provided and COSHH information displayed.
- PPE equipment provided and employees have confirmed that they know when and how to use it.
- First Aid facilities provided throughout the building.
- COSHH cupboard is kept locked.
- Safety data sheets are displayed on the wall in the COSHH cupboard.
- Manual Handling Training provided.
- No equipment that would cause vibration is used.
- Cordless hoover available for use whilst users are in the building.
- Cleaning signs provided.
- Lift available to move the heavier commercial hoover across the floors.
- Stewards routinely check the electrical cables of equipment.
- Extension cable not required sufficient sockets.
- Defective equipment disposed of.
- Mopping completed first thing on a morning and appropriate wet floor signs displayed.
- Notices displayed that no sharp objects to be placed in bins.
- Gloves provided.
- Sharps box provided.
- Uniform provided including dust coat
- Any bodily fluids cleaning carried out by a specialist company.

Control of Substances Hazardous to Health (COSHH)

- Staff are fully trained in COSHH and also in the use of the cleaning products purchased.
- All purchased substances which are hazardous to health arrive boxed and labelled. They are immediately stored in the locked COSHH cupboard.
- All containers marked with their contents.
- All safety sheets displayed on the walls.
- Appropriate PPE equipment is supplied and staff are advised to wear the PPE provided.
- Staff are advised to open doors using the automatic door openers whilst working with substances hazardous to health
- First Aid facilities are available, including eye wash
- Only the Stewards and Clerks allowed access to the locked well-lit COSHH cupboard
- All fire procedures adhered to and subject to regular checks by accredited firms as well as weekly in-house checks.

Display Screen Equipment

- All workstations assessed.
- Employees provided with full information and guidance on working with display screen equipment.
- Display screens have adjustable brightness and contrast.
- Reflections of glare are minimised by using blinds/ reduced lighting and workstation siting
- Employees are allowed regular breaks away from the screen on other tasks
- Free eyesight tests offered to all employees who are classed as DSE users using the Health and Safety Executive definition.
- Financial assistance provided to employees, if necessary, who need corrective glasses for working with display screen equipment
- Computer equipment is supported by a nominated contractor.
- Workstations provided which are large enough to allow users to find a comfortable position and which provide room under the workstations for users' legs.
- Requests considered for document holders, wrist supports and footstools
- Guidance provided to employees on correct seating postures
- Employees are provided with a seat that is adjustable in height and tilt and that can move freely across the floor.
- There is room under the workstations for users' legs.

Electricity at Work

- Employee training on safe use of electrical equipment provided as part of wider Health and Safety training.
- Building wiring inspection in a regular 5 yearly by qualified electrician.
- Full up to date inventory of Portable Appliances maintained.
- Portable Appliance Testing carried out on an annual basis and results recorded
- Regular visual inspection of portable electrical appliances by stewards and users.
- Adequate electrical sockets provided to reduce the requirement for extension leads and the potential overloading of sockets
- Town Hall hire contract includes clause stating 'no use of personal portable electrical equipment unless portable appliance tested and added to inventory'

- Defect reporting system for electrical installation and portable electrical equipment records all issues of faulty equipment from both stewards and users and action taken in response to reported fault, e.g. quarantine / disposal / replacement
- Evidence obtained that all portable electrical equipment brought onto site by, for example, bands have been tested under an external portable appliance testing regime.

Events

Specific risk assessments are undertaken for each specific event held by the Council.

Fire Safety

- Full fire risk assessment for the Town Hall carried out regularly to demonstrate compliance with the Regulatory Reform (Fire Safety) Order 2005.

First Aid

- All Stewards and Clerks are nominated first aiders who have received initial training and who receive regular refresher training
- First aid box provided with the correct contents.
- Contents of the first aid box checked every six months and items replaced when used.
- Any out of date items and any items that should not be kept in the first aid box removed.
- Signage provided to show the location of the first aid box.
- Signage provided to advise who to contact for first aid.
- First aid kits provided for mobile workers

Gas Safety

- Gas installations inspected annually by Gas Safe registered gas plumbers.
- Work on gas installations carried out only by Gas Safe registered gas plumbers.
- Work on gas installations by non – Gas Safe registered gas plumbers prohibited.
- No storage of LPG on premises

Hazardous Substances

- Staff fully trained in COSHH and also using the cleaning products purchased.
- All products stored in a locked cupboard with the safety sheets displayed on the walls.
- PPE equipment supplied and staff advised to wear.
- Staff advised to open doors using the automatic door openers whilst working
- First Aid facilities available including eye wash
- All products purchased arrive boxed and labelled and immediately stored in the COSHH cupboard.
- All product information displayed on the wall.
- COSHH cupboard locked with only the Stewards and Clerks allowed access
- Lighting installed in the COSHH cupboard
- All fire procedures adhered to and subject to regular checks by accredited firms as well as weekly in-house checks

Hiring of Town Hall Facilities

- All hirers have a contract
- The Town Hall has a premises licence which is renewed every year.
- Compliance with requirements of the premises licence.

- No inappropriate functions or entertainment allowed.
- Steward checks premises once hirer has left
- Clerk or Steward meets hirer to confirm health and safety arrangements.
- Steward report and records any damage immediately. Immediate repairs are carried out if possible or alternative arrangements made with next hirer, prior to them using the premises
- Steward keeps rooms locked when not in use
- Steward or Clerk locks premises alarmed when not in use.
- Steward cleans facilities after every function, during which time, any defects will be identified and recorded
- All hirers are issued with instructions and information, including basic safety information and fire safety instructions
- Contract reviewed at least annually and amended as necessary to incorporate any changes in legislation and / additional risks identified

Lone Working

- Lone Working and Violence at Work Policy adopted
- High risk activities not carried out alone.
- Employees advised to not to get in to confrontations and to call the police if they experience any unsocial behaviour personally.
- Mobile phone available for use by stewards at all times.
- At times when only a steward or a single member of office staff is in the building access to the building is by bell entry only
- Formal lone working and violence at work policy adopted and implemented
- All employees trained in First Aid and First Aid equipment provided and routinely checked and recorded.
- Training provided on safe working practices for Health and Safety, Manual Handling and Working at Heights plus specific equipment i.e. lift and screen.
- All equipment maintained and records retained.
- Safe systems of work in place for use of equipment
- Equipment inspected by operative prior to each use.

Manorial Land Cobbles

- Quarterly visual inspection by nominated Councillor who reports any concerns to the Clerk.
- Records relating to inspections kept, including where no defect is found and retained for minimum of 6 years.
- Council responds to complaints from members of the public if concerns are raised, e.g. sitting water
- Defects repaired by approved contractor according to risk they pose
- Benches secured into ground.
- Litter bins emptied and inspected regularly by HDC who advise of any issues.
- Lighting provided with all lighting columns in the vicinity of the Manorial Land Cobbles are the responsibility of North Yorkshire County Council or Hambleton District Council
- Segregated pedestrian area on the Market Cross
- 30mph speed limit on all cobbled areas
- Drains regularly cleaned.
- Potholes repaired as soon as possible.

Manual Handling Operations

- Manual handling tasks limited.
- All employees are provided with training in manual handling.
- Specific assessments undertaken for individual high-risk manual handling tasks.
- Employees are instructed to seek assistance where necessary.
- Appropriate equipment provided, including gloves and protective footwear.
- Office furniture is moved with assistance from one or more stewards
- Contractors are asked to deliver supplies directly into the office.
- Appropriate and adequate storage facilities are provided for tables and chairs.
- Tables and chairs are stored in stacks of reasonable size.
- Sack barrow available and food warmer on wheels for easy moving.
- Foldable tables provided which are light weight and easy to move.
- The limited number of larger tables fold to facilitate transportation.
- Suppliers deliver heavy goods direct to site of work where practical.

Noise and Vibration

- There is no vibrating equipment owned by the Town Council nor operated by any of its employees
- The noisiest equipment used by employees is the vacuum cleaner for which no additional ear protection is required

Office Activities

- Desks located so as to avoid trailing cables
- Use of extension leads minimised, but necessary because of limited number of sockets available
- Extension cables included in annual PAT regime
- Cable covers used
- Employees instructed on risks
- Cabinet drawers kept closed when not in use
- Floors cleaned regularly
- Storage subject to regular management and clearance.
- Inspection of the office on a regular basis and records kept
- Records of defect reports and action taken retained
- Heavy equipment is stored so it is easily accessible. If it has to be moved it is done so appropriately, if necessary, by bringing in additional staff to assist.
- Employees provided with manual handling training
- All hazardous chemicals stored in a separate locked cupboard where all the hazard sheets are displayed. Staff trained in the use of these products and have completed their COSHH assessments. PPE provided.
- Six-monthly inspection and regular servicing of lift, employees trained to how to use
- Smoking banned in all areas and enforced by Stewards
- Formal defect reporting system in place and rapid response to defects
- Access/egress routes kept clear and in good condition – including external areas
- Adequate lighting (internal and external) provided
- Formal, recorded inspection of the premises (including external walkways / car park) on a regular basis
- Weekly / monthly checks of:
 - First aid fire- fighting equipment availability and maintenance

- Visibility of exit signs
- Emergency lighting
- Electrical equipment and installations
- Employees trained in safe use of extinguishers
- Limited storage of flammable substances
- Fire evacuation drills carried out and recorded

Personal Protective Equipment

- A Personal Protective Equipment (PPE) Checklist has been prepared which summarises activities where PPE must (or should be) worn. The checklist is not intended to be exhaustive, but provides a guide. There are other activities where personal protective equipment will be required.

Play Areas

- Road/ traffic considerations taken into account at design stage.
- Area sited away from trees.
- Located at a safe distance to prevent straight access onto roads.
- Under 5s playground gated
- All paths inspected and adequately maintained.
- Caretaker inspects the bowl and access paths weekly and reports the results and concerns to the Clerk
- The Clerk records the results of the inspection
- The Clerk assesses the level of risk to prioritise any remedial work required
- Equipment regularly inspected by caretaker for signs of damage and defects
- Equipment sited spaciouly throughout site.
- Signs encourage users to wear protective gear.
- Signs provide details of nearest phone and emergency arrangements.
- Sited away from neighbours.
- Neighbours consulted on the area at the design stage.
- Manufacturer/supplier consulted on appropriate material of construction
- Signs are in place requesting noise to be kept to a minimum
- At the annual review the Open Spaces Committee consider the need to replace any badly worn signs
- Informal observation and monitoring by caretaker, local residents and police
- CCTV provided within the North Road play area
- The Clerk records any complaints received of violent / aggressive behaviour
- At the annual review the Open Spaces Committee reviews the need to enhance CCTV coverage in the area.
- Lighting installed on footpath to provide some security.
- Contact numbers provided for reporting vandalism, damage or unauthorised vehicular use.
- Equipment designed and installed by competent play provider/ supplier
- Grass cuttings swept from walkways
- Annual inspection made by RoSPA and report provided to the Clerk
- Caretaker inspects the fencing weekly and reports the results and concerns to the Clerk
- Hazardous vegetation removed and/or cut back.
- Play Park area included in the routine weed killing and hedge maintenance contracts

- Caretaker inspects the goal posts weekly and reports the results and concerns to the Clerk
- Dog bins provided and emptied regularly.
- The contractor removes any fouling as part of the grass cutting procedures
- Caretaker inspects the gates weekly and reports the results and concerns to the Clerk
- Bins constructed of toughened material.

Provision and Use of Work Equipment

- Only suitable equipment with written operating instructions purchased
- Inventory of equipment maintained.
- All equipment regularly inspected by a competent person.
- Servicing and maintenance programme established, with records kept.
- Guards installed and maintained where necessary.
- Training for operatives, with records kept. Only trained persons allowed to use the equipment.
- Equipment only used for correct purposes.
- Emergency stop buttons provided where needed.
- Adequate lighting provided.
- Individual risk assessments completed for specific dangerous items

Public Conveniences

- COSHH assessment carried out and product safety data sheets for cleaning chemicals kept on site and readily available. Employees trained / instructed in the safe use of cleaning chemicals. All substances kept in locked cupboard.
- Wet areas cordoned off and “Wet floor” / Slippery Surface’ warning signs displayed.
- Public conveniences inspected on a regular basis (i.e. each morning and afternoon) by caretaker.
- Only diluted substances used.
- Public Convenience Caretaker received COSHH training
- First Aid facilities are readily available and include eyewash.
- Procedure for the routine and periodic cleaning of the public conveniences
- Electrical defects repaired as soon as possible by competent / qualified electrician.
- Electrical installation inspected by qualified electrician every five years.
- Electrical appliances (i.e. Wallgate hand cleaning and drying units) covered by an annual maintenance contract which includes a full check of the units
- Defects repaired as soon as possible.
- No plugs in wash hand basins.
- Reporting system in place for evidence of public convenience misuse.
- Tongs provided for picking up contaminated items with sharps box provided for containment.
- Protective gloves provided for caretaker.
- Caretaker returns sharps box to Town Clerk who arranges disposal and replacement
- Caretaker instructed in cleaning safety and infection control.
- Contractor (Initial Services) empties the sanitary bins and nappy bins.
- Employees provided with suitable personal protective equipment.
- Wash facilities immediately available.

- Any defects reported by caretaker to Town Clerk who prioritises remedial work, any defects with health and safety implications dealt with immediately

Stress

- Town Clerk / Employment Committee monitors all workloads and take appropriate action to address any issues
- Appraisal system includes assessment of workload.
- Appropriately qualified employees appointed to each role by Employment Committee
- Initial training provided as appropriate for each role / individual.
- Appraisal system addresses ongoing training requirements.
- Employee requests for training are fully considered by the Employment Committee
- Town Clerk / Employment Committee reviews effectiveness of training
- Records of all training kept.
- Information notices displayed on external Town Hall noticeboard
- Complaint procedure in place, information available through website.
- Monthly Town Council meetings and all Committee meetings open to the public
- Monthly Town Council surgeries
- Annual Town Meeting actively seeks input from electors
- Public consultation takes place on key issues
- Zero Tolerance Policy in place.
- Information notices of intentions displayed on external Town Hall noticeboard
- Complaint procedure in place, information available through website.
- Monthly Town Council meetings and all Committee meetings open to the public
- Monthly Town Council surgeries held
- Annual Town Meeting actively seeks input from electors
- Public consultation takes place on key issues
- Zero Tolerance Policy in place.
- Open door policy in place for all staff.
- Meetings take place as required and regular liaison takes place between all staff and the Clerk.
- Two or more employees in the Town Hall at most times.
- Management monitors work and employees on regular basis.
- Mobile telephones provided for Town Hall stewards and peripatetic workers
- Employment Committee leads consultations and implementation of any reorganisation
- Annual Leave cover – Town Clerk consults all staff and consensus agreement sought.
- Employment Committee makes any contract changes and ensure correct procedures are followed.
- Job descriptions updated to reflect any change of duties

Town Hall

- Regular building inspection internally and externally.
- Repairs carried out according to risk posed.
- Adequate storage facilities provided.
- Access/egress routes clear and in good condition – including internal and external areas.
- Adequate lighting (internal and external) provided.
- Portable electrical appliances tested annually by competent person and all results logged.
- Equipment removed from use if defective.

- Use of circuit breakers on distribution board.
- Gas installations inspected by Gas Safe engineer on an annual basis and certificate received.
- Use of electrical extension cables minimised.
- Asbestos survey carried out and condition of asbestos containing materials monitored. Location of the single location where asbestos present is clearly marked.
- Lift regularly serviced.
- Emergency evacuation procedures in place.
- Lift inspected annually and certificate received.
- Key stored next to lift mechanics door to provide immediate access for all stewards.
- Fire safety instructions given to hirers / users as part of hire agreement and regular reminders made in correspondence.
- Fire exits clearly marked and hirers to keep clear at all times.
- Stewards have access to landline phone for use in emergency.
- Steward on site during event to monitor safety
- First Aid and fire-fighting equipment available and routinely checked and recorded.
- Fire alarm installed; tested every Monday. All tests of alarm, lights and doors recorded
- Fire detection system closes all room doors.
- Fire evacuation drills carried out and recorded.
- Emergency lighting installed, maintained and recorded.
- All stewards and clerks trained in first aid, fire awareness and the safe use of extinguishers
- No external waste bins
- Regular inspections of premises recorded.
- Limited storage of flammable substances.
- No surrounding vegetation
- External street lighting on High Street and The Plain
- Regular inspections of premises recorded
- All entrance doors (main and side doors) regularly checked for robustness
- Keyholders instructed not to respond alone to an alarm activation and to request Police assistance.
- Intruder alarm installed and maintained by a National Security Inspectorate (NSI) approved company.
- Hall considered suitable for activity covered by each hire.
- Mops and buckets readily available to users for cleaning and drying of spillages.
- Carpets professionally fitted.
- Defects repaired according to the risk posed
- Appropriate carpeting fitted at entrance
- Limited public opening times.
- First aid equipment available.
- Stewards have access to landline phone.
- Sources of cash handling identified.
- Cash on site is kept to a minimum.
- Cash stored in locked safe.
- Clerks have access to filing cabinet keys.
- Maximum value of cash transported by authorised lone employee limited
- No banking of cash takes place in hours of darkness.
- Employees trained in procedures. Days and times for carrying cash to bank varied.

- Employees instructed to hand over monies if confronted.
- Stewards present in building for all events
- Stewards have access to landline phone.
- For specific events the need assessed for more than one steward to be present and / or the provision of door supervisors
- Stewards advised to notify Police of any unsociable behaviour.
- Stewards advised to not to get in to confrontations and to call the police if they experience any unsocial behaviour personally.

Use of Contractors

- All electricians used are NICEIC registered
- All contractors servicing gas appliances are Gas Safe registered.
- All highway contractors are NYCC approved
- A programme of monitoring for each contract is developed and the results of the monitoring are recorded.
- As conditions of formal appointment of contracts all contractors are required to provide:
 - copy of their health and safety policy
 - a risk assessment for the work activities covered by the contract
 - Evidence of public liability insurance cover of at least £5 million.

Grounds Maintenance

In preparation

Use of Volunteers

In preparation

Work Equipment

In preparation

Working at Heights

In preparation

Young and Older Employee Health and Safety

To follow.

Other Areas / Activities

Stokesley Town Council has no facilities which cover these areas / activities and has concluded that no risk assessments are therefore required.

- Closed Churchyard
- Lakes and Ponds
- Outdoor Swimming Pools
- Parks and Recreation Grounds
- Sports Pitches
- Sports Facilities
- Vehicles at Work