



# Connah's Quay Town Council

Title:	<b>Health &amp; Safety Policy</b>
Approved by:	Town Council.
Date:	8 January 2025
Version Number:	1.0
Status:	Agreed
Review Frequency:	Every 2 years
Next review date:	2027

## **1. Purpose and Scope.**

1.1 In support of our value to respect others Connah's Quay Town Council considers the welfare of individuals as key. The Town Council is committed to the elimination of any form of potential harm in the workplace. The purpose of this policy is to provide a corporate policy framework for regarding Health & Safety in the workplace

## **2. Health and Safety Statement of Policy and Implementation.**

2.1 The Town Council recognises and accepts its responsibility for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities so far as it is reasonably practicable. The Town Council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

2.2 The Town Council further regards the promotion of health and safety as a mutual objective for all employees at all levels and in all activities. Importantly there is a need for constant alertness by managers, supervisors and employees in identifying potential hazards and removing or minimising them whenever practicable.

2.3 To this end it has been decided that in respect of Health and Safety the Town Council shall have the following objectives:

- a) To provide and maintain safe and healthy working conditions throughout the Town Council, taking into account all statutory requirements and specific European directives and legislation which may apply.
- b) To assess the risk to health and safety of its employees, by a systematic and organised approach to dealing with health and safety matters applicable to the Town Council activities.
- c) To carry out regular inspections of the workplace and to consult with employees on matters related to health and safety, thus ensuring that the requirements of the Consultation with Employees Regulations 1996 are fully met.
- d) To ensure that no process, plant or machinery, is introduced for Town Council or third party use unless it has been confirmed that any statutory testing or examination requirements have been carried out by a qualified person. It will also be a requirement to establish, so far as is practicable, that the safety or health of employees will not be impaired in anyway by the operation of the plant and machinery.



## Connah's Quay Town Council

- e) To make available to all employees all the necessary safety devices and protective equipment to ensure that all activities are undertaken in a safe manner.
  - f) To provide proper and adequate training facilities in order to ensure that all employees are fully instructed in the safe working methods applicable to their jobs and on any equipment they operate.
  - g) To ensure that all regulations made under the Health and Safety at Work Act (1974), and the associated codes of practice are fully complied with.  
3.8 To improve progressively upon the levels of safety and health performance by the adoption of newly developed safety and health measures and codes of practice.
  - h) To continually advise and keep employees informed of their duties and responsibilities under legislation.
3. Implementation of Health and Safety Policy.
- 3.1 The responsibility for implementing the Town Council's Health and Safety Policy and ensuring compliance with all relevant legislation is as follows:
- 3.2 Town Clerk – ultimately responsible for compliance with statutory requirements and the Town Council's Health and Safety Policy. Responsible for obtaining the necessary financial approval to enable a safety programme to be implemented and maintained.
- 3.3 Managers are responsible for ensuring that statutory requirements of Health and Safety are fully implemented in respect of the activity under their control, ensuring that safe systems of work are implemented, the instruction of staff in safe systems of work, provision and maintenance of suitable equipment for safe working and the maintenance of safe working environment and systems.
- 3.4 General Safety and Conduct of Employees.  
Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be read, understood and implemented by all employees. A declaration by the employee must be signed when the policy has been read and understood. Employees must not promote or participate in any action that may result in accident or injury.
- 3.5 Employees have a statutory duty to co-operate with the management in carrying out their duties with the object of producing and maintaining high levels of health and safety by:
- a) taking responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
  - b) co-operating with Connah's Quay Town Council to achieve a healthy and safe Workplace and report any health and safety problems that arise which they are unable to resolve themselves.



## Connah's Quay Town Council

- c) Carrying out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times if required.
- d) not misuse any equipment provided in the interests of health and safety and their welfare.
- e) undertaking any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

### 4. Arrangements for Health and Safety Systems and Procedures.

#### 4.1 Accidents.

It is the injured person's responsibility (if possible, given the nature of the injury or accident) to notify the Town Clerk for recording in the accident book.

Should the accident be reportable to the Health and Safety Executive this will be done by the Town Clerk.

#### 4.2 First Aid.

First Aid boxes are sited at each venue.

#### 4.3 Safety Training.

All staff will be given training relating to evacuation procedures, accident procedures and availability of first aid. Other training will be carried out as the need arises and records kept.

#### 4.4 Fire Precautions – Quay Building

The following steps should be undertaken by those responsible for the safety of the patrons within the building.

- a) When smoke or flame has been discovered, the person who had observed the incident should immediately take steps to telephone the emergency services and evacuate the patrons from the venue. Efforts should be made to do this without delay, causing panic or confusion. Visitors and Town Councillors should be informed of the danger and advised to leave by the nearest emergency exit immediately.
- b) The staff member should attempt to account for all those present once evacuations has been completed and give full details to the Fire Service on their arrival. Evacuation should not be delayed by attempts to put out the fire.
- c) In the event of a bomb threat, this will most likely originate from a warning, probably direct by telephone or by the discovery of a suspicious object; the only action to take for the protection of visitors and Town Councillors present within the venue is their immediate evacuation from the building.

#### 4.5 Fire Precautions – Civic Hall.

The following steps should be undertaken by those responsible for the safety of the patrons within the venue:



## Connah's Quay Town Council

- a) When smoke or flame has been discovered, the person who had observed the incident should immediately take steps to telephone the emergency services and evacuate the patrons from the venue.
- b) Efforts should be made to do this without delay, causing panic or confusion. The patrons should be informed of the danger and advised to leave by the nearest emergency exit immediately.
- c) The Hirer should attempt to account for all those present once evacuations have been completed and give full details to the Fire Service on their arrival. Evacuation should not be delayed by attempts to put out the fire.
- d) In the event of a bomb threat, this will most likely originate from a warning, probably direct by telephone or by the discovery of a suspicious object; the only action to take for the protection of patrons present within the venue is their immediate evacuation from the building.

### 4.6 Fire Precautions – Community Centre.

The following steps should be undertaken by those responsible for the safety of the patrons within the venue:

- a) When smoke or flame has been discovered, the person who had observed the incident should immediately take steps to telephone the emergency services and evacuate the patrons from the venue.
- b) Efforts should be made to do this without delay, causing panic or confusion. The patrons should be informed of the danger and advised to leave by the nearest emergency exit immediately.
- c) The Hirer should attempt to account for all those present once evacuations have been completed and give full details to the Fire Service on their arrival. Evacuation should not be delayed by attempts to put out the fire.
- d) In the event of a bomb threat, this will most likely originate from a warning, probably direct by telephone or by the discovery of a suspicious object; the only action to take for the protection of patrons present within the venue is their immediate evacuation from the building.

### 4.7 Evacuation Routes.

Subject to the numbers of the patrons within the venue warranting it, consideration must be given to ensuring that after evacuating from the all venues, people are directed away from the building to areas of safety.

- 4.8 To avoid a panic or crush situation arising from large numbers of patrons hurrying through a confined entrance/exit, the flow of people leaving the venue should be controlled in order to prevent congestion.



## Connah's Quay Town Council

- 4.9 This would be best achieved through opening all emergency exits, having stewards at each exit to assist patrons with mobility difficulties and reassure patrons, and other stewards to escort patrons to the defined fire exits. Lifts must not be used for evacuation
- 4.10 Designated spaces are defined within the venue where *non-ambulatory, or other* patrons, who cannot use stairs will be guided to a safer part of the building. To wait for help from emergency services.
5. Electrical Safety.
- 5.1 Equipment used in the Civic Hall , Community Centre and the Quay Building that is owned by the Town Council, its Tenants, volunteers or employees of tenants and hirers of any part of the Town Hall. This policy covers both new and existing single phase equipment up to 230 volts that is intended to be connected to a fixed installation or a generator by means of a flexible cable and plug.
- 5.2 The testing of the following should all be carried out by a qualified electrician.
- Equipment operating at voltages greater than 230 volts.
  - Equipment operating at currents in excess of 13 amps.
  - Equipment which is connected to a power supply through a spur or breaker box.
  - Fixed equipment/appliances that are fastened to a support or otherwise secured in a specific location.
  - Built-in appliances/equipment.
- 5.3 Personal Equipment.  
Staff should be discouraged from bringing personal items of electrical equipment to work (e.g. radios, kettles and fridges). However, there may be circumstances when this is approved, in which case this equipment must be inspected and tested before use and then at intervals as specified in this Policy.
- 5.4 Equipment which fails the test must be removed from the respective premises. Where personal equipment is brought into the Town Council venues by Staff or Tenants or Hirers then it must be tested as per this policy.
- 5.5 The Town Council is responsible for ensuring that equipment owned by the Town Council is tested in accordance with this policy. Each hirer is responsible for ensuring that equipment owned by them is tested in accordance with this policy.
- 5.6 Connah's Quay Town Council has adopted the definitions used in The Institute of Electrical Engineers (IEE) Code of Practice for In-service Inspection and Testing of Electrical Equipment (4th Edition) guidance. The IEE Code of Practice states, those carrying out the inspection and testing must be competent to undertake the



## Connah's Quay Town Council

inspection and, where appropriate, testing of electrical equipment and appliances having due regard of their own safety and that of others.

6. Hazardous Substances.
- 6.1 Hazardous substances used are to be kept locked in a suitable cupboard. These plus other Hazardous Substances to be risk assessed under COSHH.
  
- 7.0 Risk Assessments.
- 7.1 Risk assessments to be carried out annually in all Town Council venues
  
8. Female Employees of Child Bearing Age.
- 8.1 When an employee provides written notification (regulation 18 of MHSW) to the Town Council stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Town Council will immediately take into account any risks identified in their workplace risk assessment.
- 8.2 If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then Town Council will take action to remove, reduce or control the risk. If the risk cannot be removed Town Council must take the following actions:
  - a) Temporarily adjust working conditions and/or hours of work; or if that is not possible
  - b) Offer suitable alternative work (at the same rate of pay) if available, or if that is not feasible;
  - c) Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.
  
9. Policy Review.
- 9.1 This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first. All risk assessments and training records to be kept available for inspection