|  |
| --- |
|  |
| Safety, Health and Environment Policy |
| Seaford Town Council |

|  |
| --- |
| Produced by Bob Offen - InspectorAdopted 2nd August 2018 Review annually internally – July 2021 corporately  |

****

****

**Safety, Health and Environment Policy**

Contents

|  |  |  |
| --- | --- | --- |
| **Section No.** | **Title**  | **Page No.** |
|  | Contents  | 1 |
| 1 | Statement of Intent | 2 |
| 2 | Organisation and Responsibility | 3 |
| 3 | Useful Contacts | 4 |
| 4 | Organisational Charts: Seaford Town Council & The View | 5 & 6 |
| 5 | Management Arrangements  | 7 |
| 5.1 | Introduction | 7 |
| 5.2 | Premises and Occupiers Liability | 7 |
| 5.3 | Hazard Identification, Risk Assessment and Control | 7 |
| 5.4 | COSHH and Substances Hazardous to the Environment | 8 |
| 5.5 | Legionella | 8 |
| 5.6 | Management of Asbestos | 9 |
| 5.7 | Lone Working | 9 |
| 5.8 | Manual Handling Operations (MHO) | 10 |
| 5.9 | Display Screen Equipment (DSE) | 11 |
| 5.10 | Working at Height | 11 |
| 5.11 | Confined Spaces | 12 |
| 5.12 | Stress, Violence and Bullying | 12 |
| 5.13 | Personal Protective Equipment (PPE) | 12 |
| 5.14 | Occupation Health Surveillance | 12 |
| 5.15 | Vehicles | 13 |
| 5.16 | Plant and Equipment | 14 |
| 5.17 | Workplaces and Welfare Facilities | 15 |
| 5.18 | Mobile Phones | 15 |
| 5.19 | Diseases | 15 |
| 5.20 | Construction (Design and Management) Regulations 2015 (CDM) | 16 |
| 5.21 | Managing Contractors | 16 |
| 5.22 | Electrical Safety | 17 |
| 5.23 | Gas Safety | 17 |
| 5.24 | Fire Safety | 18 |
| 5.25 | Emergency Procedures | 19 |
| 5.26 | First Aid | 20 |
| 5.27 | Accident and Incident Investigation and Reporting | 20 |
| 5.28 | Food/Catering | 21 |
| 5.29 | Trees | 21 |
| 5.30 | Visitors | 22 |
| 5.31 | Waste Management | 22 |
| 5.32 | Green Water Systems | 22 |
| 5.33 | Energy Use | 23 |
| 5.34 | Provision of Information and Employee Consultation | 23 |
| 5.35 | Training, Instruction and Supervision | 23 |
| 5.36 | Competent Person | 24 |
| 5.37 | Monitoring | 24 |
| 5.38 | Audit and Review  | 25 |

1. **STATEMENT OF INTENT**

****

**Safety, Health and Environment**

**STATEMENT OF INTENT**

Seaford Town Council recognises that it has a duty to provide for the health, safety and wellbeing of its employees and others that may be affected by its activities. It is committed to continuous improvement and to allow this it will measure accidents, ill health, near miss incidents and losses.

Seaford Town Council also recognise their duty to ensure, so far as is reasonably practicable, to prevent or minimise emissions and wastes and any possible adverse impact of its work activities on the natural environment.

Seaford Town council values diversity of views, background and experience. We believe diversity leads to better decision making, innovation and creativity. Diversity also helps build the capability to be successful for Seaford Town, meet the needs of the people of Seaford and aspirations of its staff.

The organisation will ensure, so far as is reasonably practicable, to provide safe and healthy working environments and premises, safe work equipment and safe systems of work and will strive to attain legal compliance as a minimum standard.

Suitable and sufficient risk assessment will be used throughout to ensure that arrangements for health, safety and the environment are adequate and remain current.

Employees will receive adequate and appropriate health, safety and environment training and will be expected to cooperate and to contribute towards a level of excellence.

Contracted work will be carried out by fully competent persons who will be expected to provide both risk assessment and method statement 28 days prior to work commencement and will work in such a way as to ensure safety for themselves, town council employees, the public and the environment.

Health, Safety and Environment procedures will be documented and used during employee training and will periodically be reviewed to ensure they remain current and relevant. Failure to follow procedures will be taken seriously and may result in disciplinary action being taken.

Roles and responsibilities for health, safety and environment will be made clear to all employees and those working in a contractual role (example: maintenance and cleaning) from the onset of employment.

Seaford Town Council will aim to benchmark their performance wherever possible against available data from similar work environments.

The organisation will take seriously any complaints made about health and safety or environmental issues from both employees and the public and will ensure that these are followed up in a prompt manner.

Seaford Town Council will ensure that its performance records are made available and discussed at employee meetings/consultations.

Signed: ……………………………………… (Town Clerk)

Date:………………………………………….

1. **ORGANISATION AND RESPONSIBILITIES**

To achieve the aims of the Statement of Intent, it is vital that responsibilities and reporting procedures are made clear and are understood by everyone concerned.

* 1. **Organisation**

The reporting structure for Seaford Town Council is shown in the organisation chart on page 5

A list of personnel and contact numbers is held by Executive Support Officer.

* 1. **Business Activities**

The business consists of a large local Council including many services and venues as detailed in the Councils corporate handbook and annual report.

Work activities include office work, greenkeeping a golf course, general maintenance of outdoor spaces and parks, building maintenance and public events.

Business activities encompass all the service provided by the Council as detailed in the corporate handbook and annual report.

* 1. **General Responsibilities**

The Town Clerk is ultimately responsible for the management of safety, health and environment with respect to the Council’s work activities.

The named officers responsible for each area can be changed at the discretion of the Town Clerk to reflect a number of factors including changing responsibilities, staff changes, and practical reasons for responsibilities within the policy.

Responsibility for the management and supervision of safety, health and environmental practices in each of the individual departments has been assigned to the following people who are referred to as “Managers” within this document

|  |  |  |
| --- | --- | --- |
| **Department** | **Name** | **Role** |
| Facilities and Projects | Tony Jackson | Manager |
| Support Services | Lucy Clark | Manager |
| The View  | Craig Nicol | Manager |
| Seaford Head Golf Course | Simon Lambert | Head Greenkeeper |

Those appointing a contractor or contractors are responsible for the supervision of safety, health and environmental matters (see details in “Managing Contractors”)

* 1. **Employee Responsibilities**

All employees have a responsibility to:

* Not put themselves or others at risk of harm
* Fully co-operate with Managers, their deputies; with supervisors and other employees over safety, health and environmental matters;
* Immediately report all safety, health and environmental concerns to their Manager; and to
* Not to misuse anything provided for their health and safety;

Those who fail to comply with the policy requirements and all the accompanying arrangements may find themselves facing disciplinary action which may lead to the termination of employment.

1. **USEFUL CONTACTS**

Seaford Town Council

37 Church Street

Seaford

East Sussex

BN25 1HG

Tel: 01323 895894

Health and Safety Executive

The Council Offices

Station Road East

Oxted

Surrey

RH8 0BT

[www.hse.gov.uk](http://www.hse.gov.uk)

Employment Medical Advisory Service

The Council Offices

Station Road East

Oxted

Surrey

RH8 0BT

Environment Agency

Solent and South Downs Area Office

Colvedene Court

Wessex Business Park

Wessex Way

Colden Common

Hampshire

SO21 1WP

Tel: 03708 506506

Emergencies: 0800 807060

|  |  |  |
| --- | --- | --- |
| Police, Ambulance or Fire Services | Call |  101 or in an emergency 999  |
| Gas (STC/The View) | Call | Robbie Kaiser 07810 852411/Total Gas & Power 0800 111 999 |
| Electricity (STC/The View) |  | Robbie Kaiser 07810 852411/Total Gas & Power 0800 111 999 |
| Water (STC/The View) |  | Robbie Kaiser 07810 852411/South East Water 0333 000 0365 |
| Maintenance |  | MDR Maintenance – 07775 184888 |
| Fire Alarm, emergency lighting, Fire extinguishers (The View) |  | ADT – 0800 7812999 |
| Fire Alarm (37 Church St) |  | TH White Security – 01380 726656 |
| Asbestos |  | Amstech – 01273 510011 |

1. **ORGANISATIONAL CHART**

**Seaford Town Council Staff Structure**

**Town Clerk**

James Corrigan

37hrs/pw

Administration Assistant

Lyn Collins

15hrs/pw

Administration Assistant/ Mayor’s Secretary

Sue Treadwell

22.5hrs/pw

All permanent unless stated otherwise.

**Golf Professional**

Fraser Morley

(self-employed)

7 days/pw

Deputy Head Greenkeeper

Adam Peck

37hrs/pw

**Head Greenkeeper**

Simon Lambert

37hrs/pw

Assistant Greenkeeper

Ben Clark

37hrs/pw

Assistant Greenkeeper

Nathan Sutliff

37hrs/pw

Executive Support Officer

Georgia Raeburn

37hrs/pw

**Finance Consultant**

Karen Singleton

(self-employed)

1day/fortnight

**Finance Manager**

Lucy Clark

37hrs/pw

Finance Assistant

Simon Andrews

28hrs/pw

Inspector

Bob Offen

17hrs/pw

Projects & FacilitiesCoordinator

Sharan Brydon

22.5hrs/pw

Projects & FacilitiesSupervisor

Emily Piper

26hrs/pw

**Corporate Management**

Head of Service: Town Clerk

Committees: F&GP, Planning & Highways, Personnel, Grievance/Disciplinary, Appeals.

Planning Officer

Geoff Johnson

4hrs/pw

**Seaford Head Golf Course**

**& The View**

Heads of Service:

Golf Professional

& General Manager

Committee: Golf & The View

**Projects & Facilities Manager**

Tony Jackson

37hrs/pw

**Community Services**

Head of Service:

Projects & Facilities Manager

Committee:

Community Services

**The View Staff Structure**



1. **MANAGEMENT ARRANGEMENTS**
	1. **Introduction**

This section establishes the arrangements for the management of Safety Health and Environmental matters at Seaford Town Council. This includes the correct procedures to be followed and the role titles for all key activities.

* 1. **Premises and Occupiers Liability**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that adequate maintenance is carried out to provide a safe working environment | Projects & Facilities Manager |
| Provide regular inspection and monitoring to ensure that no hazards are present and that premises are in a satisfactory condition | Inspector |
| Defects in equipment or workplace are reported to a Manager immediately | All employees |

Seaford Town Council will ensure that reasonable measures are taken to ensure that their premises are safe and without risks to health and safety of people. Supervision by the Manager concerned, periodic inspections and application of risk assessment will ensure that this is achieved.

* 1. **Hazard Identification, Risk Assessment and Control**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Carrying out Risk Assessments | All employees  |
| Reporting risk assessment findings to the relevant employees (and contractors) | Relevant Manager  |
| Approving control measures (to remove or control risk) | Relevant Manager  |
| Implementation of control measure actions  | Relevant Manager |

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Hazards will be identified for all work activities undertake at/by Seaford Town Council. Risks will be assessed and the significant findings recorded. All assessments will:

* Identify the hazards
* Identify who is at risk
* Assess existing control measures
* Identify any further precautions required.

Assessment records will identify who carried out the assessments, any further action required and suitable time scales for implementation and review. Seaford Town Council have the responsibility for undertaking risk assessment in consultation with those employees who are responsible for carrying out work activities. Employees will be provided with adequate training, instruction and information. All routine activities will be assessed generically.

Contractors undertaking work are required to assess risks with regards to their work activities before work commencement. They will be requested to provide copies of assessment records along with work method statements by the person who has instructed them. Further details are set out in “Managing Contractors” section of this document (see section 15)

* 1. **COSHH and Substances Hazardous to the Environment**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Identify and carry out CoSHH assessments for all substances  | Head Greenkeeper and Projects & Facilities Manager |
| Implementing actions identified in the assessments  | Head Greenkeeper and Projects & Facilities Manager |
| Ensuring that relevant employees are informed of the findings | Head Greenkeeper and Projects & Facilities Manager |
| Checking that new substances can be used safely before they are purchased and where necessary look for a safer product | Head Greenkeeper and Projects & Facilities Manager |
| Keeping Training records on personnel files | Executive Support Officer |

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint. Substances deemed “hazardous” will be subject to appropriate control measures. This will involve:

* Identification of hazard substances used, stored or disposed of on site
* Assessment of risks involved, evaluating the nature of use and impact on the health of people, animals and the environment;
* Implementing the control measures required to reduce the risks to an acceptable level; and;
* Monitoring the effectiveness of control measures.

A record will be kept of chemicals applied to any land by Seaford Town Council employees so that their use can be monitored for environmental purposes and for the management of health and safety. Only specialist trained personnel will apply chemicals of this type. Managers will ensure that details of employee training are held on personnel records.

* 1. **Legionella**

|  |  |
| --- | --- |
| Responsibility | **Position** |
| Identifying all equipment and plant under the control of Seaford Town Council which needs to be included in a written scheme of inspection and test | Inspector |
| Ensuring the implementation of suitable and effective maintenance procedures  | Inspector |
| Ensuring that the scheme and all maintenance work is implemented and monitored | Inspector |

Seaford Town Council will ensure that all reasonable steps are taken to identify potential legionella hazards in the work place and to prevent or minimise the risk of exposure. If employees are concerned about the risk of an outbreak, they should report these to the Manager concerned in order that appropriate control measures can be taken.

It may be necessary to use the services of a Legionella specialist to carry out risk assessments of this nature.

Risk assessments and associated written control schemes to minimise exposure to legionella hazards has been prepared for the irrigation and water storage systems serving the Seaford Head Golf Course and these are monitored.

* 1. **Management of Asbestos**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that an asbestos survey has been carried out and recorded | Projects & Facilities Manager |
| Ensuring that an asbestos management plan is prepared, implemented and kept up to date for all premises | Projects & Facilities Manager |
| Providing relevant information to contractors and employees | Projects & Facilities Manager |
| Ensuring that details of properties are amended as necessary in the register following any building/maintenance work | Projects & Facilities Manager |
| Ensuring a register and management plan is produced and record held  | Projects & Facilities Manager |

An asbestos register and management plan has been prepared for all asbestos containing materials (ACMs) which exist or which are presumed to exist in non-domestic buildings belonging to Seaford Town Council,

The asbestos register and management plan will be referred to before any work is carried out which has the potential to disturb asbestos fibres. Where appropriate asbestos awareness training will be undertaken by employees who may potentially be exposed to asbestos or ACMs).

Disposal of ACMs will be carried out in line with procedures detailed in the HSE’s disposal procedures “Asbestos Essentials” This can be found at: <http://www.hse.gov.uk/asbestos/essentials/indesx.htm>

Refer also to section “5.31 Waste Management”

* 1. **Lone Working**

Where a lone working risk assessment identifies further control measures are required, additional action will be taken as follows:

* + The person carrying out the work will have participated in the risk assessment process for the work activity concerned and fully understand the type and level of the risk/s associated.
	+ The person carrying out the work will have undertaken appropriate training and be sufficiently experienced to work alone.
	+ The location of lone working will be notified to another person before work commencement.
	+ Address, map, grid reference or other method may be used.
	+ The second person will function as a contact until the worker returns from the work activity.
	+ Where other people are present i.e. member of the public, occupants of adjoining property, contractors etc., the lone worker may be able to notify them that they are working nearby and use them as a contact person for the duration of the work activity.
	+ At the end of the work activity, the contact person will be able to account for the safety of the lone worker.
	+ A pre-arranged time for the lone worker to report back will be agreed in advance.

Where out of hours lone working is undertaken, arrangements need to be made for a suitable contact person to be available and for the lone worker to check in with them when they have finished work. The way in which this is done needs to be suitable for the circumstances of both parties and may include a simple text message.

 A contingency will be to have, someone who shares a home with the lone worker being held to account for their safe return. This person will have contact numbers for the lone worker’s Manager and colleagues in order that a search for the lone work could be mounted if they do not return at the pre-arranged time and/or cannot be contacted directly by mobile phone or land line.

All employees will be familiar with this procedure in order that they can apply is where necessary.

* 1. **Manual Handling Operations (MHO)**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that risk assessments are carried out for all manual handling activities | Inspector |
| Monitoring manual handling procedures and arranging the provision of further information and training | Inspector |

Manual handling tasks will be undertaken in accordance with the provisions of the Manual Handling Operations Regulations 1992. This will be achieved by:

* Eliminating all manual handling operations where reasonably practicable
* Assessing all manual handling tasks where manual handling is necessary, and implementing additional precautions where appropriate
* Providing training in “Correct” lifting techniques where necessary. This, however, will not be relied upon as the only means of reducing risks associated with manual handling.

Managers will monitor the overall effectiveness of control measures by way of visual inspection and consultation with employees.

Risk assessments will be reviewed at least every 12 months or when work activity changes, there is an accident or case of ill health, near miss or complaint.

* 1. **Display Screen Equipment (DSE)**

Users of DSE will be made aware of the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992. Seaford Town Council will make the following provision for employees who use DSE regularly:

Adequate training and information;

* Proper breaks or changes of activity
* Work stations which meet the standards in the Regulations
* Eye tests

DSE assessments will be carried out by arrangement with the I.T. Section of East Sussex County Council and records of assessments, together with details of action taken will be kept in the Risk Assessment.

* 1. **Working at Height**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Risk assess all work at height activities | Relevant manager for activity  |
| Inspect ladders and all other associated access equipment prior to use | Relevant manager for activity  |
| Provide training and tool box talks to all those who may work at height | Relevant manager for activity  |

A risk assessment will be carried out on all work at height activities. The manager will carry out the risk assessment with the person who will do the work.

The definition of “Height” is “any place where, if precautions are not taken, a person may fall and injure themselves” this can be as low as one step above ground level and include drops from level ground into excavations/holes in the ground. For routine activities, a generic risk assessments will be carried out and recorded.

Ladders will be used for access or for short duration work only and where risks have been assessed. Ladders will be inspected before each use by the user and checked regularly by the competent Manager concerned to ensure that they remain safe to use. Ladder use training and subsequent tool box talks will be provided to all those working with this work equipment.

Scaffolding (including tower scaffolds) will be erected only by a competent person (someone who has been specifically trained and who has suitable experience). Where an independent tied scaffold has been erected by the contactor for use by Seaford Town Council employees a handover certificate will be obtained and retained for record purposes by the Manager. A competent person will re-inspect all scaffolds once every seven days or after any alteration have been made or after any event that may have destabilsed the scaffold, whichever is the earlier.

Tower scaffolds will be erected, used, dismantled and stored to manufacturer’s instructions.

* 1. **Confined spaces**

The following areas has been identified as confined spaces:

|  |  |
| --- | --- |
| **Confined space** | **Location** |
| Risk Assessment | None at present  |
| Provide specialist training | N/A  |

Entry into confined spaces is NOT allowed unless a suitable and sufficient risk assessment has been undertaken, agreed risk controls implemented and authorisation obtained in the form of permit to work from the Manager concerned.

* 1. **Stress, Violence and Bullying**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Completing the Risk Assessment | Relevant manager for activity  |
| Implementing remedial measures | Relevant manager for activity  |
| Notifying Manager of stress, bullying or violence incidents | All employees |

Wherever stress, bullying or violence is likely to occur within the workplace, a risk assessment of the work area and activities will be completed.

Employees experiencing stress, bullying or violence at work will speak to their Manager regarding their concerns in confidence. This will allow remedial measures to be implemented.

* 1. **Personal Protective Equipment (PPE)**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Providing correct and compatible PPE | Relevant manager for activity  |
| Basic maintenance and correct storage of PPE | All employees |

The need for PPE will be established by Managers during risk assessment. PPE will then be provided to employees free of any charge. Employees will ensure that they use PPE where necessary and maintain it in accordance with the suppliers’ instructions and not misuse. Defects or loss will be reported immediately to the Manager who will arrange for replacement.

* 1. **Occupational Health Surveillance**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Identify health surveillance requirements | Inspector |
| Maintaining health surveillance records | Inspector |
| Notify new starters of smoking areas | Inspector |

The Town Clerk will encourage and maintain, so far as is reasonably practicable, the highest level of physical, mental and social well-being of employees. All work that may adversely affect health will be subject to both risk assessment and periodic review.

Where risk assessments identify that where employees are exposed to significant health risks, a health surveillance programme will be implemented.

A “No Smoking” policy applies at all Seaford Town Council facilities in line with statutory health and safety requirements. New starters will be informed where designated smoking areas are to be found at their induction.

Noise levels in the workplace will be periodically assessed. This is in order that corrective action can be taken where required. Action will be taken to reduce noise at source wherever reasonably practicable. Hearing protection will be provided where necessary and employees will be informed when they are required to use it.

A vibration risk assessment will be carried out and information will be provided to employees regarding Hand Arm Vibration Syndrome or whole body vibration where relevant. A programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable will be implemented.

Employees will notify their Managers of all medical conditions (e.g. back problems, allergies, asthma, epilepsy, diabetes etc.) or if any employee is using prescription drugs or medication which might impact on his / her work activities (drowsiness, fatigue etc.). This will allow Seaford Town Council to manage work activities effectively and avoid exposing employees or others to any significant risk. Employees will advise their Manager of any changes to this information/medical condition in the future.

The use of drugs or alcohol (other than prescription drugs) is prohibited and anyone who is found to be under the influence of either substance during working hours may face disciplinary action which may lead to termination of their employment.

* 1. **Vehicles**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Identifying vehicles maintenance requirements | Head Greenkeeper  |
| Implementing effective maintenance procedures  | Head Greenkeeper  |
| Ensuring that regular vehicle inspections are carried out  | Head Greenkeeper  |
| Ensuring that maintenance on vehicles is completed | Head Greenkeeper  |
| Maintaining vehicle and maintenance records  | Head Greenkeeper  |
| Checking, prior to procurement, that new vehicles meet health and safety standards  | Head Greenkeeper  |
| Ensuring that vehicles are adequately insured for the people using them and for the purpose for which the vehicle will be used | Finance Manager  |
| Reporting defects to managers | All employees |
| Maintaining photocopies of driving licences collected annually | Executive Support Officer |
| Update the Council with regards to any penalty points or disqualification | All employees |

Only trained, approved and insured employees will use Seaford Town Council owned vehicles. All Council vehicles will be inspected regularly and will be maintained to ensure they are safe to use.

If safety critical defects are identified, employees will stop using the vehicle concerned, take it out of service and notify their Manager immediately.

Anyone using their own, private vehicle for business will ensure that they have in place a current road fund licence, suitable business insurance cover and a valid MoT certificate where applicable.

Employees will present their driving licence to the Executive Support Officer on an annual basis. A copy will be made and this will be held on file for 1 year. This process will be carried out annually. If in the meantime personnel accrue penalty points or are disqualified they will inform their Manager and Executive Support Officer. Those who are disqualified will not be permitted to drive company vehicles, driving whilst disqualified in a Council vehicle would be dealt with through the Councils disciplinary procedure.

* 1. **Plant and Equipment**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Identifying all maintenance needs of plant and equipment  | Head Greenkeeper |
| Implementing effective maintenance procedures  | Head Greenkeeper |
| Ensuring that regular inspections of plant and equipment are carried out | Head Greenkeeper |
| Arranging testing of lifting equipment by competent person | Head Greenkeeper |
| Arranging testing of pressure vessels by competent person | Head Greenkeeper |
| Arranging water systems testing where a written scheme is required to control Legionella | Head Greenkeeper and Projects & Facilities Manager |
| Ensuring that the Provision and use of Work equipment regs (PUWER) risk assessments are completed and control measures are implemented | All Managers |
| Implementing all other identified maintenance of plant and equipment | Head Greenkeeper and Projects & Facilities Manager |
| Maintaining equipment and maintenance records | Head Greenkeeper and Projects & Facilities Manager |
| Ensuring that health and safety standards are met prior to the procurement of new plant and equipment  | Head Greenkeeper and Projects & Facilities Manager |

Only appropriately trained employees may use any machinery or equipment. All plant and machinery will be adequately guarded and safe to use and will have undergone a PUWER risk assessment.

If safety critical defects are identified, employees will stop using the equipment, take it out of service and notify their Manager immediately.

* 1. **Workplaces and Welfare Facilities**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that the workplace is adequately maintained to provide a safe working environment | Inspector  |
| Monitor and inspect workplaces regularly to ensure they are safe, clean and tidy | Relevant Manager  |
| Keeping workplaces safe and tidy | All employees |

Seaford Town Council will ensure that reasonable measures are taken to ensure that workplaces are safe and without risks to health. Employees will report any defects to a Manager who will then arrange the necessary repairs.

Welfare facilities (sanitary conveniences, washing facilities, the provision of drinking water and hygienic places to rest and eat food) are provided for the use of employees at Seaford Town Council. These facilities will be monitored and maintained by Managers

All employees will endeavor to maintain work areas in a safe and tidy condition by;

* Keeping working areas, walkways, exits and fire points and equipment free from obstruction
* Keeping workplaces tidy
* Complying with the No-Smoking policy
* Informing Manager where safety or health hazards are identified.
	1. **Mobile Phones**

Employees should avoid excessive use of mobile phones and should use a landline instead wherever one is available.

Where mobile phones are used for work related purposes, they will not be used in hazardous situations, such as when on a ladder or when full concentration is need for the work activity concerned.

Mobile phones should not be used while driving vehicles unless a hands-free kit has been fitted in the vehicle meaning that the phone does not need to be handled. Irrespective of the existence of hands-free kit, use of mobile phones while driving will be avoided and mobile phones should not be used when the circumstances require higher levels of concentration from the driver.

* 1. **Diseases**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Reporting work related diseases to the Town Clerk  | All Managers  |
| Reporting notifiable diseases to HSE  | Town Clerk |

Upon the notification of an outbreak of a notifiable disease at Seaford Town Council the Town Clerk will advise on the safety procedures to be implemented.

* 1. **Construction (Design and Management) Regulations 2015 (CDM Regulations)**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Deciding on the suitability of contractors | Projects & Facilities Manager |
| Ensuring that an asbestos management plan is prepared, implemented and remains current | Projects & Facilities Manager |
| Providing relevant Environment, safety and health information to contractors and employees | Projects & Facilities Manager |

Seaford Town Council will comply with the requirements of the CDM Regulations when commissioning construction work.

All arrangements regarding welfare facilities will be confirmed in advance and arranged prior to work commencement.

Where construction work involves more than one contractor, Seaford Town Council will make the following appointments in relation to the project and duty holders will discharge their duties in accordance with the provisions of the CDM Regulations. Seaford Town Council may assume all three roles wherever the work is carried out by its own personnel

* + Client
	+ Principle Designer
	+ Principle Contractor

Where the construction phase will last longer than 30 working days and exceed 20 workers working simultaneously during the project, or where the construction phase will exceed 500 person days, the Seaford Town Council employee responsible for leading the project, will notify details of the project to the Health and Safety Executive.

* 1. **Managing Contractors**

|  |  |
| --- | --- |
| **Responsibility** |  **Position** |
| Maintaining the approved contractors list  | Head Greenkeeper and Projects & Facilities Manager |
| Provide induction training for all contractors | Head Greenkeeper and Projects & Facilities Manager |
| Providing contactors with relevant, job specific, environmental safety and health information, ensuring that contractors are on the approved list; and supervision of the contractors | Head Greenkeeper and Projects & Facilities Manager |
| Monitoring work undertaken by contractors  | Head Greenkeeper and Projects & Facilities Manager |
| Obtaining, reading and understanding contractor risk assessments and method statements | Head Greenkeeper and Projects & Facilities Manager |

Contractors employed by Seaford Town Council will be suitable for the work undertaken. To ensure this this following actions will be taken:

* Contractors will provide proof of competency
* Provision of information, to contractors, regarding all significant hazards before the appointment stage
* Discussion of site risk assessment with contractors
* Periodic monitoring of contractors to ensure they are working satisfactorily
* Obtain all risk assessments and method statements prior to work commencement

All contractors will be required to act and work in a safely, to accept and follow the rules and procedures of Seaford Town Council relevant to their work; and to confirm details of their insurance cover prior to work commencement.

* 1. **Electrical Safety**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that a competent person carries out electrical testing on fixed electrical installations (distribution boards, wiring, lightning conductor etc.) and on all on portable electrical appliances and electrical plant and equipment | Projects & Facilities Manager |
| Ensuring that all remedial works are carried out | Projects & Facilities Manager |
| Maintaining all records of testing of fixed installations and portable appliances  | Projects & Facilities Manager |
| Visually inspect all electrical equipment leads and plugs prior to use for signs of damage or loose connections | All employees |
| Reported all defects to Managers so that repairs can be arranged. | All employees |

Note to all employees: DO NOT USE POTENTIALLY DANGEROUS EQUIPMENT

All electrical test and inspection will be undertaken by approved contractors.

Managers will keep and monitor the records of all electrical inspections undertaken.

* 1. **Gas Safety**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Identifying all appliances requiring annual servicing  | Projects & Facilities Manager |
| Appointing a gas safe registered gas engineer | Projects & Facilities Manager |
| Maintaining servicing records | Projects & Facilities Manager |
| Arranging the inspection and subsequent maintenance of solid fuel appliances | Projects & Facilities Manager |
| Arranging the inspection and subsequent maintenance of oil fired boilers | Projects & Facilities Manager |

As the landlord, Seaford Town Council are responsible for the safety of its tenants. It is responsible for the maintenance and repair of flues, appliances and pipework provided for its tenants use by a Gas Safe registered engineer. It will ensure that regular, annual maintenance checks and subsequent repairs are carried out.

Seaford Town Council recognise its responsibility for ensuring an annual gas safety check is carried out within 12 months of the installation of a new appliance or flue which will be provided and carried out annually thereafter by a Gas Safe Registered engineer.

Seaford Town Council will keep a record of the safety check for 2 years and will issue a copy to each tenant within 28 days of the check being completed. A copy will be issued to any new tenants prior to taking the property on.

Carbon Monoxide (CO) alarms will be installed by a competent contractor. This is a precaution to which will provide advanced warning of dangerous levels of CO.

Should a gas leak be suspected employees will immediately follow these actions if it is safe to do so:

* Open all the doors and windows
* Call Gas Emergency Free phone number: 0800 111 999
* Shut off the gas supply at the meter control valve (if this can be located and safely accessed)

Any LPG cylinders will be both stored and disposed of in line with the LP Gas Association’s Codes of Practice see link: [www.uklpg.org/shop/codes-of-practice/](http://www.uklpg.org/shop/codes-of-practice/) .

* 1. **Fire Safety**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that fire risk assessments are prepared for all buildings and reviewed at least every 12 months, after an accident, incident or complaint or wherever changes are made to the building or processes | Inspector |
| Ensuring that fire extinguishers are maintained by a competent contractor and checked at least every 12 months | Inspector |
| Ensure that regular visual inspections of all firefighting devices are carried out and recorded in Fire safety log book  | Inspector |
| Ensuring that all furniture procured by Seaford Town Council comply with Furniture and Furnishings (Fire) (Safety) Regulations 1993 | Inspector |
| Ensuring that any other fire safety measures are maintained in line with both regulatory requirements and manufacturers’ directions | Inspector |

Seaford Town Council will arrange for the implementation of suitable and sufficient arrangements to plan, organise, control, monitor and review all fire safety measures at its premises, to, comply with the current fire safety legislation, including the preparation of a fire risk assessment and the implementation of an effective emergency plan.

The Manager responsible for any Seaford Town Council premises will take charge of emergency action in the event of a fire (see section 5.25 “Emergency Procedures”). All employees will familiarise themselves with emergency procedures in order that they can deputise in the absence of their Manager.

Managers will explain the emergency procedures to all new starters during their induction training, including the evacuation procedure; the calling of emergency services; the provision of first aid and the location, identification and use of fire extinguishers; and other emergency response measures.

Maintenance of fire extinguishers is arranged by the Managers and is undertaken by approved contractors.

* 1. **Emergency Procedures**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that the emergency procedure is accurate and current | Inspector |
| Ensuring that employees, temporary staff, visitors are familiar with the actions they need to take during an emergency | Inspector |
| Ensuring that contractors understand emergency procedure  | Inspector |

The Management will ensure that information on the action to be taken in the event of an emergency is provided to all employees. Information will include:

* Fire and / or explosion
* Medical assistance
* Escape of a hazardous or environmentally harmful substance
* General emergency evacuation.

Managers will assume responsibility of any emergency situations that arise including medical, fire, explosion and security breaches. All employees will be aware of emergency procedures in order that they will deputise in the absence of their Manager.

Managers will clarify emergency procedures to each new employee (new starter) during new starter induction training. This will include:

* Evacuation procedure including disabled persons
* Calling of emergency services
* Provision of first aid
* Identification and use of fire extinguishers
* Location and use of spill kits (where applicable), and;
* any other emergency response measures specific to the premises or task.

Should any of the following incidents occur they will be reported directly to the Environment Agency:

* Any activity that causes/may cause environmental damage to surface water, ground water or to land that may subsequently have an adverse effect on human health.
* Environmental damage to protected species; Sites of Special Scientific Interest or natural habitats;
	1. **First Aid**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Monitoring the contents of first aid kits | Inspector |
| Administering first aid when required | Inspector |

For the location of first aid kits see section 5.27. Employees will familiarise themselves with the locations of their most local kit.

First aid will be provided by trained employees in line with the training that they have received.

All incidents requiring first aid treatment will be reported in the accident book on site immediately.

First aid refresher training is undertaken every 3 years and will be organised by the Manager at each facility.

* 1. **Accident/Near Miss and Incident Investigation and Reporting**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Maintain the Accident/Near Miss Book | General Manager, The ViewGolf Professional, Golf CourseExecutive Support Officer, Council Offices |
| Investigating accident and dangerous incident  | Inspector  |
| Reporting all accidents, diseases and dangerous occurrences, actual or imminent environmental damage to enforcing authority | Inspector  |
| Act on the results of accident, near miss and incident investigations | Inspector  |

All accidents and dangerous incidents, no matter how minor they may appear, will be reported to a Manager immediately. The Manager will ensure that the information is recorded in the accident book which is located as follows;

|  |  |
| --- | --- |
| STC HQ | Kitchen alongside FA kit |
| The View | General Manager’s Office |
| Greenkeepers | Head Greenkeeper’s office  |
| Pro-shop | Counter of shop  |

Full details will be taken;

* Location where accident/incident took place
* What injuries or damage were sustained
* Who/what was involved
* Who was injured (employees, visitors ((including contractors)) and members of the public
* What was damaged
* Specific details of the injury.

Log any near miss incidents (internal/external-public) or releases of substance harmful to health or environment arising from business activities will be reported immediately to a Manager to ensure that appropriate action can be taken and to allow safety performance to be monitored.

For all reportable accidents and dangerous occurrences (RIDDOR) including cases where an accident causes an employee to be absent from work over seven days, the Manager will inform the HSE as soon as possible and within 10 days (15 days for “Over seven day” injuries) using the HSE’s online reporting system at: <http://www.hse.gov.uk/riddor/index.htm>.

For major incidents or fatalities call the incident contact centre on 0345 300 9923 and inform the Town Clerk immediately.

* 1. **Food/Catering**

|  |  |
| --- | --- |
| **Responsibility** | **Position**  |
| Ensure that work with food is aligned with a documented food safety management system | General Manager or Assistant Manager |
| Ensuring outside caterers meet the Council’s competency requirements | General Manager or Assistant Manager |

Catering activities are undertaken at The View. The Manager or Assistant Manager are responsible for the supervision of all work and to ensure that this work is aligned with a documented food safety management system. Personnel handling food will be trained in food hygiene to an appropriate level. Where catering activities are undertaken by contractors, these responsibilities will pass to the contractor/s who will be subject to Seaford Town Council’s competency checks prior to work commencement.

All premises used for the preparation and storage of food have been registered with Lewes District Council and all necessary local authority approvals have been obtained.

* 1. **Trees**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Organising tree inspections | Projects & Facilities Manager |
| Ensuring those carrying out inspections and subsequent works are competent to do so | Projects & Facilities Manager |
| Maintaining record of inspections and subsequent works | Projects & Facilities Manager |
| Maintaining chainsaw users training records | Head Greenkeeper and Projects & Facilities Manager |

The Projects & Facilities Manager will arrange for inspections to be carried out wherever there are trees in high risk locations. These will happen following high winds, heavy snow and any other severe weather conditions that may cause significant tree instability.

Tree inspections will be undertaken by competent persons. Records of all tree inspections and the actions taken will be kept by the Projects & Facilities Manager.

Only trained and approved employees will use chainsaws at/on Seaford Town Council premises. The persons listed below will carry out and record risk assessments and wear appropriate PPE for the task as per the findings of the assessment. Copies of chainsaw training certificates will be held by the Projects & Facilities Manager and chainsaw users will receive refresher training as necessary. The following employees are authorised to use chainsaws:

|  |  |
| --- | --- |
| **Name** | **Work activities authorised by training** |
| Simon Lambert (Head Greenkeeper) | Ground level tree work |

* 1. **Visitors**

Visitors will arrange their visit through a member of staff prior to entering Seaford Town Council’s properties except for The View and Golf Club which receives paying customers. The member of staff will then be responsible for this visitor and ensure that they are made aware of any hazards that they may encounter and fire safety arrangements.

Any of the following incidences must be reported to a Manager immediately:

|  |
| --- |
| Accident |
| Near miss incident |
| Damage to property |
| Damage to plant |
| Trespass |

The Manager will record the incident/accident in the accident book and ensure that the appropriate action taken for health and safety, security and insurance purposes.

* 1. **Waste Management**

Seaford Town Council will apply “Waste Hierarchy” principles wherever reasonably practicable. See the link of more information on the hierarchy

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf>

For information on the disposal of the following items the person providing professional Safety, Health and Environment support will be consulted:

* Hazardous waste
* Waste electrical and Electronic Equipment (WEEE)
* Transport and disposal of waste
* Storage of fuel oil
* Burning
	1. **Green Water Systems**

Seaford Town Council will endeavor to minimise the environmental impacts resulting from water use. It will do this by using water as efficiently as is reasonably practicable relative to their work activities and by utilising water storage and recycling methods.

* 1. **Energy Use**

Seaford Town Council will endeavor to minimise environmental impacts resulting from energy use. It will do this by using energy as efficiently as is reasonably practicable relative to their work activities and by using energy obtained from clean technologies.

* 1. **Provision of Information and Employee Consultation**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Provision of appropriate consultation  | All Managers |
| Provision of training and information | All Managers |
| Updating information on HSE law poster | All Managers |
| Updating all facilities with employee liability insurance certificate | Projects & Facilities Manager |

All members of staff, visitors and contractors will be provided with details of any significant risk to their safety and health whilst on Seaford Town Council’s property and details of any significant environmental protection measures requirements.

Consultation with employees is provided by the following means:

|  |  |  |
| --- | --- | --- |
| **Method of Communication** | **Location** | **Frequency** |
| The HSE Health and Safety Law Poster | Each STC site where employees work permanently | Permanent fixture |
| During the annual staff appraisal  | n/a | Annually (with six month review)  |
| Within the employee’s handbook/ induction pack | n/a | Updated continuously  |

The statutory health and safety law poster will be displayed in every Seaford Town council facility where employees work permanently.

The employer’s liability certificate is displayed in the following locations:

|  |  |
| --- | --- |
| 37 Church Street | Top of landing noticeboard |
| The View | Kitchen noticeboard |
| The Greenkeepers Office | Office noticeboard  |

* 1. **Training, Instruction and Supervision**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| S.H.E Induction training to all permanent employees (PT & FT) | Inspector  |
| S.H.E Induction training to all temporary employees | Inspector |
| S.H.E Induction for contractors  | (see managing contractors section) |
| Provision of information and instruction to all employees (including temporary staff, agency staff and volunteers) | Inspector |
| Supervision of employees | All Managers  |
| Maintaining training records  | Executive Support Officer  |
| Identifying training requirements  | All Managers  |
| Organising training  | All Managers and relevant staff member |

Seaford Town Council will ensure that all members of staff are provided with adequate safety, health and environmental training for their work.

Managers will arrange induction training for all new permanent staff and temporary staff (including agency staff and volunteers). Induction training will be provided to all employees and temporary workers before commencement of work and will include details of emergency procedures, as well as the identification of any potential hazards and the risk reduction measures in place.

Managers will provide all employees with safety awareness training and proper instruction on the safe use of equipment and safe work methods.

* 1. **“Competent Person”**

|  |  |  |
| --- | --- | --- |
| **Responsibility** | **Name** | **Contact details** |
| Competent health and safety advice | Bob Offen (Inspector) | 01323 894870bob.offen@seafordtowncouncil.gov.uk |

The appointed “Competent Person” for safety, health and environment is Bob Offen, Inspector.

In their absence, further advice can be obtained from:

* Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
* Environment Agency 03708 506506
	1. **Monitoring**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Reviewing the policy and arrangements document annually | Town Clerk and Inspector |
| Updating these documents | Town Clerk |
| Ensuring that the policy is implemented throughout Seaford Town Council | All Managers  |
| Maintaining monitoring records and ensuring that, where identified, action is taken  | Inspector |

Monitoring is aimed predominantly at the prevention of accidents and ill health; to check working conditions; to ensure that safe working practices are being followed; and to prevent environmental damage. To do this Seaford Town Council will undertake the following:

|  |  |
| --- | --- |
| **Details** | **Frequency (not less than)** |
| Prepare, implement and keep current an asbestos management plan  | In line with risk assessments |
| Fixed installation Testing | Every 5 years |
| Portable electrical testing (PAT) | Every 12 – 36 months dependent on type of use |
| Asbestos condition surveys  | In line with risk assessments |
| Legionella control programme, testing and monitoring | In line with risk assessments |
| Servicing of vehicles, plant and equipment | In accordance with manufacturer’s instructions |
| Gas inspections and/or servicing | Every 12 months |
| Safety, health and environmental audits and reviews of the existing system | Every 12 months |

* 1. **Review and Audit**

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Ensuring that there is an annual review and audit of safety, health and environmental matters | Town Clerk |
| Implementing findings of review and audit | All Managers |

The Town Clerk will monitor the effectiveness of this policy and all supporting documents. Managers will review and provide feedback on safety, health and environmental performance across Seaford Town Council at meetings chaired by The Town Clerk. These meetings will be minuted.

The policy will be reviewed after significant changes to business activities, changes in legislation or due to feedback on performance. In any event, the policy will be reviewed not less than once every 12 months. The appointed “Competent Person” will assist in the review process when requested by the Town Clerk.

A report on the results of any safety, health and environmental audit will be provided to the Town Clerk, Managers and members of the Town Council.