

EPHING TOWN COUNCIL

HEALTH & SAFETY POLICY

HEALTH & SAFETY AT WORK ACT 1974

1. (a) The Town Clerk is responsible for the general implementation of the Policy Statement relating to the above Act which is displayed in all Council work areas.
- (b) The direct responsibility for the implementation of the policy delegated to all persons who have one or more persons under their control and the table below shows the staff to whom the policy relates.

LOCATION	EMPLOYEES AFFECTED	RESPONSIBLE EMPLOYEE
Council offices Epping Hall St Johns Road Epping	All Office staff	Town Clerk
Epping Hall St Johns Road Epping	All Caretaker and Cleaning staff	Caretaker
Recreation Grounds Stonards Hill Ivy Chimneys Frampton Road Lower Swaines Brook Road	All Grounds staff	Town Supervisor
Epping Cemetery Bury Lane Epping	All Grounds staff	Town Supervisor
Epping Market High Street Epping	Market Supervisor /Market team	Town Supervisor Town Clerk
Jack Silley extension toilets	Caretaker All grounds staff	Town Supervisor

- c) **Areas identified as Higher Risk:**

Epping Hall kitchen

Epping Hall office kitchen
Jack Silley Pavilion Essex Room kitchen (cooker)
Bury Lane cemetery
Epping Hall office

2. Instructions to be followed in event of emergency

(a) **GENERAL**

In an emergency action must be based upon common sense, care and acquaintance with instructions. It is the responsibility of all staff to familiarise themselves with the instructions which are displayed at all work areas and those contained in this book. All employees should ensure that these instructions are regularly reviewed.

(b) **FIRE**

i) **RAISE THE ALARM**

ii) **CALL FIRE BRIGADE (DIAL 999)**

Evacuate building by the approved route.

Close all doors and windows behind you if time allows.

IF fire is minor attempt to extinguish with nearest appliance.

DO NOT TAKE PERSONAL RISKS

iii) **Muster at assembly point and ensure all staff and members of the public have been evacuated. Await emergency services.**

iv) **In the event of fire, individual instructions displayed at each work area will be followed. These show evacuation routes, location of fire appliances and telephone numbers of emergency services.**

(c) **INJURY**

Basic first aid information and an adequate first aid box is maintained in each work area, together with the telephone number of the Ambulance Services and the local Hospital Casualty Department. The responsible employee will ensure that the box is replenished.

All accidents, both minor and major, must be reported to the Town Clerk by the responsible employee on the forms provided. Workplace accidents relating to the grounds team should be reported to the Town Supervisor in the first instance.

Incidents regarded as a 'near accident' should also be reported to the Town Clerk and recorded on the necessary forms.

In the event of major injury, the Ambulance Service should be called immediately and the injured person kept warm, not moved and not given food or liquid of any kind.

(d) ELECTRIC SHOCK

If a person suffers an electric shock TURN OFF THE ELECTRICITY BEFORE going to their aid.

If unable to turn off electricity endeavour to move person away from live metal by

i) using piece of dry wood (e.g. broom handle); or using piece of dry cloth or rope.

OR

ii) whilst wearing dry RUBBER gloves.

iii) ensure you are

a) standing on a DRY mat or

b) standing on a DRY piece of wood

iv) inform the Electricity Provider (UK Power Networks: 0800 3163 105)

(e) GAS

Suspect leaks.

i) TURN GAS OFF - open windows.

ii) INFORM the EMERGENCY GAS HELPLINE: TEL: 0800 111 999

iii) Do NOT use a flame to test for leaks.

iv) If you are unable to stop the gas leak evacuate the building.

(f) TRAFFIC ACCIDENT

A first aid box is maintained in all vehicles and MUST be in a prominent position. It is the responsibility of the driver to ensure that the box is replenished.

In the event of an accident, ambulance and police services should be informed and a full report made to the Town Clerk as soon as possible, should this be deemed necessary

Endeavour to obtain witnesses and their contact details if possible.

3. FIRST AID

The Offices, Shops and Railway Premises First Aid Order 1964: First aid boxes at each workplace should be provided.

Recreation ground, Jack Silley Pavilion, Epping Hall, Each vehicle, Market office.

4. To comply with existing legislation and your employer's requirements on health and safety at work all employees must:
 - a) follow the codes of practice contained in this book.
 - b) take reasonable care for the health and safety at work of themselves and other persons who may be affected by their acts or omissions at work.
 - c) not interfere with or misuse anything provided in the interest of health, safety or welfare.
 - d) take care that the public is not exposed to any hazards from work processes.
5. Policies will be informed by the Control of Substances Hazardous to Health Regulations 2002 (COSH) as part of our statutory obligations. Policies will also reflect good/best practice and experience.
6. Staff should be vigilant at all times to health and safety risks. These will include, but are not limited to:
 - Spillages • Trip hazards • Electrical appliances • Heaters • Plugs • Lights • Uneven surfaces
7. Staff should apply their own judgement and common sense to assist with the overall safety of everyone.

GUIDE TO SAFETY AT WORK

CARETAKING AND CLEANING STAFF

The following protective clothing is issued and must be worn.

OVERALLS

RUBBER GLOVES

1.
 - a) Do not obstruct fire exits or access to fire fighting equipment
 - b) Do not remove fire extinguishers from their locations except during tests or when needed in an emergency.
2. When inspecting premises (i.e. after a letting) anything found to be faulty and likely to cause a hazard **MUST** be put out of action, suitably labelled and reported to the Town Clerk.
3.
 - a) When a fault is discovered on any electrical apparatus DO NOT IMPROVISE.
 - b) Hands **MUST** be dry when using electrical equipment or fittings.
 - c) When **NOT** in use electrical equipment must be disconnected from the Mains supply.
4. Care must be taken when using disinfectants and bleaching agents. After contact, thoroughly wash hands and forearms.
5. Disinfectants, cleaning agents etc., must **NOT** be put into unmarked containers, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSH). Only the required quantity of chemicals should be stored and any area containing chemicals should be locked at all times.
6. After cleaning toilets, thoroughly wash hands and forearms especially before taking food and drink, smoking or attending to personal needs.
7. Cuts, scratches or grazes must be kept clean and protected with waterproof plasters.
8. Your work area must be kept tidy and upon leaving work all cleaning equipment must be put away in a safe place.
9. Do not leave spillages on the floor or buckets and brooms lying around.
10. When carrying equipment or materials up and down stairs one hand must be left free to hold the safety rail.
11. All cleaning chemicals must be kept in a locked cupboard and expiration dates monitored.

MAIN HAZARDS

- a) Protruding or badly stacked furniture.
- b) Misuse of, or faults in, electrical/mechanical equipment.
- c) Misuse of cleaning chemicals.
- d) Lost footings on steps and/or stairways.

Staff/Health & Safety Act.

GUIDE TO SAFETY AT WORK

OFFICE STAFF

1. Offices must be kept tidy.
2. Passages must be kept free of obstruction.
3. Electrical/mechanical equipment must be covered/put away when not in use and disconnected from the mains supply, where possible. Items such as the photocopier, which sits on standby, may remain plugged in. Chargers must be unplugged when not in use.
4. When a fault is discovered in electrical/mechanical equipment, put out of commission, suitably label and report the defect to the Town Clerk.
5. Electrical equipment must NOT be handled whilst your hands are wet.
6. Office chemicals must NOT be put into unmarked containers, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSH).
7. After contact with chemicals, thoroughly wash.
8. Do not store unnecessary piles of paper. All paper should be filed neatly and kept well away from any electrical equipment/potential fire risk.
9. Please be alert to potential hazards and remove the risk, where possible, in the course of your daily operations.

MAIN HAZARDS

- a) Protruding office furniture.
- b) Poor and protruding cabling
- c) Misuse of, or faults in, electrical/mechanical equipment.
- d) Misuse of office chemicals.
- e) Lost footings on steps and/or stairways.

- Fire drills must be undertaken regularly
- Periodic safety inspections should be made of all premises
- All staff must receive and acknowledge receipt of the Health & Safety Policy Staff/Health & Safety Act.

GUIDE TO SAFETY AT WORK

GROUNDS STAFF

Epping Town Council provide work and safety clothing and this must be worn at all times and at the direction of your line manager. This includes:

OVERALLS GLOVES HARD HAT SAFETY GOGGLES STEEL-TOE CAP BOOTS WELLINGTON BOOTS

- 1 Works depot to be locked at all times when not attended.
- 2 All machinery and tools to be put away/monitored when in use or out of the depot.
- 3 All staff must be trained before using specialist equipment
- 4 All staff must follow the guidance of their line manager
- 5 Any issues should be reported to your line manager and/or the Town Clerk
- 6 Fire extinguishers and relevant fire safety equipment should be checked regularly and kept in the appropriate locations for maximum effectiveness.
- 7 Fire exits must be labelled and kept free from obstruction at all times.
- 8 When inspecting premises (i.e. after a letting) anything found to be faulty and likely to cause a hazard **MUST** be put out of action, suitably labelled and reported to the Town Supervisor.
- 9 Electrical equipment should be PAT tested at least annually
- 10 Faulty electrical appliances should be removed from use until either tested or safely disposed of by the Town Supervisor.
- 11 Extreme care should be taken with the use and storage of chemicals and hands washed thoroughly after use
- 12 Any accidents should be reported in the accident book. This should include near misses. Any personal accidents should be attended to immediately and also recorded.
- 13 Disinfectants, cleaning agents etc, must **NOT** be put into unmarked containers, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSH).
- 14 All cleaning chemicals must be kept in a locked cupboard and expiration dates monitored.
- 15 Your work area must be kept tidy and upon leaving work all cleaning equipment must be put away in a safe place.
- 16 Do not leave spillages on the floor or buckets and brooms lying around.
- 17 When carrying equipment or materials around, extreme care should be taken at all times
- 18 Be vigilant of your surroundings and any potential hazards at all times.

MAIN HAZARDS

- a) Misuse of, or faults in, electrical/mechanical/specialist equipment.
- b) Misuse of cleaning chemicals.
- c) Protruding or badly stacked furniture.
- d) Lost footings on step, ladders.

Staff/Health & Safety Act.

GUIDE TO SAFETY AT WORK

CEMETERY STAFF

Epping Town Council undertake all grave digging work in Bury Lane Cemetery. Staff are trained by the Cemetery Superintendent and receive external cemetery training where necessary. Epping Town Council will respond to any additional training needs and ensure our grounds team are suitably equipped to undertake this extremely important role.

Only BRAMM registered stone masons will be permitted to work on memorial stones in Bury Lane Cemetery, to ensure best practice and high standards are adhered to.

Staff use a mini digger, shoring equipment and where necessary, dig by hand. Staff should be comfortable with the safety implications of all cemetery work and adhere to the safest practices at all times.

- Graves are not left open over weekends
- Dug graves are covered
- Necessary shoring equipment is used
- Only authorised people are permitted to be near an open grave (grounds staff, undertaking team)
- Only monuments numbered on the rear by the memorial mason should be permitted to be positioned in our cemetery.

MAIN HAZARDS

- a) Open graves
- b) Graves collapsing
- c) Lost footings on slippery surfaces/poor visibility/weather

Staff/Health & Safety Act.

EPPING TOWN COUNCIL

I acknowledge receipt of the Policy Statement relating to the Health and Safety at Work Acts signed by the Town Clerk.

Signed:..... Date:.....

Post:..... Location:.....

(one copy of Receipt retained by Town Council)
(one copy of the Receipt retained by employee)