

## KESGRAVE TOWN COUNCIL HEALTH & SAFETY POLICY STATEMENT

In accordance with the Health & Safety at Work Act (1974), all employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities and must co-operate with the Council and others in meeting statutory requirements of the Act. The HASAWA applies to everyone at work giving responsibilities to both employers and employees. Breaches of the Act may be a criminal offence and lead to prosecution.

The law requires the Council to:

- Make sure that the working environment is safe.
- Provide an adequate working environment as directed by law and maintain equipment, premises and systems of work which are safe and do not endanger health.
- Provide safety information, instructions, training and supervision as necessary.
- Provide and maintain safe access to and exit from the place of work.

Also under the law duties are imposed on all employees to:

- Take reasonable care of their own health and safety at work.
- Co-operate with any actions their employer might take to comply with the law.
- Avoid placing other people at risk.
- Report any work situation which might represent a serious or imminent danger.

### **Emergency Evacuation Procedures**

Please read these guidelines so that you are familiar with the Emergency Evacuation Procedures in the event of an incident. You must ensure that you know where the Designated Assembly Point is situated at each site you are working. Please keep access clear for emergency vehicles at all times.

#### **If you discover flames, smoke or abnormal heat:**

- Shout "Fire" to alert your colleagues and evacuate the building.
- Call the Fire Brigade from a safe position. Do not assume that someone else has already done this. It is better that two calls are made than none. If the fire is out when the brigade arrives, they will not consider it a false alarm.
- The Fire Brigade will need to check the building is safe.
- You may use the correct fire extinguisher to gain evacuation from the building, but only if you feel confident enough to tackle the fire or for you to gain a safe exit. It is not part of your duties to fight fires and all you are saving is property. Your life is worth more.
- If you do fight the fire, do not enter a smoke-filled room, and never let fire or smoke get between you and the exit. The rules to follow are: one extinguisher on one fire; if not out or under control by then, get out and leave it to the Fire Brigade.

On hearing the raised alarm, close windows and doors, if possible, without putting yourself or others in danger. Leave immediately by the nearest exit. Do not delay your exit to gather possessions.

If at the time of hearing the alarm you are in a meeting which you organised, or you are attending to visitors, it is your responsibility to ensure that those present are evacuated to

the Designated Assembly Point. This is found at:

Council Offices - The grassed area behind the Council Offices, (Tesco Land) Millennium Jubilee Hall – Field
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If you leave your work area to go to a location where you will not hear the alarm for your area, or are away from the site, please inform a colleague/Manager of that fact. This will save time and reduce the need to search the building, premises or site.

If you are not at your designated work area when you hear the alarm **DO NOT RETURN TO IT.**

Leave the building/site by the nearest exit and go to the Designated Assembly Point.

On reaching the Designated Assembly Point it is necessary for all the staff from each office/area to approach the Fire Marshal, and to inform them of any absences of your colleagues. Please make sure you form an orderly queue, lining up to enable emergency services clear access if required. Do not re-enter the building until told to do so by the Senior Fire Officer.

For your guidance there will be full routine fire drills carried out every six months and all personnel are expected to participate within the evacuation. Failure to do so can lead to disciplinary action. It is in everyone's interest that the building has good fire precautions and you can help by taking the following actions:

- **Do** ensure that electrical equipment is properly connected, periodically tested and not left switched on unnecessarily.
- **Do** take part in fire drills.
- **Do** report potential fire hazards to your Competent Person.
- **Do not** allow combustible material or items that will slow down escape to be placed in escape routes.
- **Do not** wedge or hold open fire doors.
- **Do not** secure doors or escape routes so that a person escaping cannot open them easily.
  
- **Do not** obscure signs that show the escape routes, fire-alarm call points or fire extinguishers.
- **Do not** move fire extinguishers from designated positions for any reason other than to attend a fire.

### **Fire Marshals**

Fire Marshals should wear a high-visibility vest/jacket and take their muster board/assembly point board (which should be located at the emergency exit point) with a list of employees and any visitors (visitor book). The role of the Fire Marshal:

- Understand the importance of fire safety.
- Understand the combustion process and spread of fire.
- Identify suitable fire prevention and protection measures and advise on minimising the risk of fire in the workplace.
- Evaluate the effectiveness of fire drills.
- Appreciate the essentials of current fire safety legislation.
- Supervise emergency evacuations.

- Ensure their designated area is clear.
- Report to the Senior Fire Officer.

### **Roll Call**

It is the responsibility of the Fire Marshal (or someone designated in their absence) to know (and to make a record) which staff are present at any time during the working day so that, if necessary, a roll call can be completed quickly and accurately.

Fire Marshals are not expected to fight fires or to place themselves at risk! As a Fire Marshal please ensure that you receive the training required to ensure that you are competent to undertake your duties safely. Fire Marshals are requested to report any defects in fire equipment, e.g. a fire door not closing, or a fire extinguisher which has been tampered with or does not have an up-to-date inspection certification, to a Manager.

The Council will need to appoint sufficient Fire Marshals to cover absences such as annual leave and sickness, so you may be asked to take on the role of Fire Marshal for the area where you work.

You should know who the Fire Marshals are for your work area. You must co-operate with them and leave the building, premises or site when asked to do so. If there are no nominated Fire Marshals for your floor and you would like to volunteer to be a Fire Marshal, please contact your Manager.

If your work area does not have a designated Fire Marshal, you must exit the building when the alarm sounds and report to the Senior Fire Marshal at your Designated Assembly Point, stating which area you work in.

### **Fire Extinguisher**

Fire extinguishers are located around the Council premises, at the Millennium Jubilee Hall and identified by appropriate signage and the Council will ensure that all fire extinguishers are appropriate to the potential fire risk:

- Wood, paper and cloth – water extinguisher
- Flammable liquids – dry powder or foam extinguisher
- Electrical – carbon dioxide (CO2) extinguisher.

Details of Provider:	Fire Power
Telephone:	01473 257627
Emergency contact:	Sales Team

## **FIRE EXTINGUISHERS**

**WATER** – has a **red block** and should be used on

**Class A** fires Use on: Wood, paper and textiles

Do not use on: Live electrical equipment, flammable liquids, burning oil and flammable metal fires



**CARBON DIOXIDE CO2** – has a **black block** and should be used on

**Class B** fires Use on: Flammable liquids, electrical equipment

Do not use on: Wood, paper and textiles



**FOAM** - has a **cream block** and can be used on **Class A and**

**Class B** fires Use on: Solid burning and liquid burning fires

Do not use on: Live electrical equipment



**DRY POWDER** - has a **blue block** and can be used on **Class A and Class B** fires Use on: Liquid and electrical fires  
Do not use on: Metal fires

**WET CHEMICAL** – has a **canary yellow block** and should be used on **Class F** fires. Use on: Oil based fires e.g. deep fat fryers.

## **FIRST AID**

The Council has assessed its first-aid requirements and has appointed appropriately trained first-aiders and emergency first-aiders at work. Suitable refresher training is provided at the required intervals. First-aid kits are located in:

- Council Offices Kitchen
- Millennium Jubilee Hall

If someone injures themselves call the first-aiders to attend. An ambulance or paramedic must be called if the injury is serious or if you have any doubts about a person's condition. Prompt action may save a life or lessen the consequences of injury. All accidents involving injury must be recorded following the Council accident report arrangements.

The first-aid kit should be stocked and maintained by your First-Aid Appointed Person.

### **Employees who are required to wear protective clothing and equipment**

Employees who occupy roles that require protective clothing, e.g. hard hats, masks and gloves, are required to wear this clothing while carrying out their duties whenever required by law or by Council rules. In addition, any employee whose job involves working with machinery or food must keep their hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for safety and hygiene reasons.

Please refer to the Council's Health and Safety Manual for details of Personal Protective Equipment (PPE). Any employee who disregards these rules will be subject to disciplinary action. In serious cases, where an employee's appearance is, in the Council's view, unacceptable, the employee will be required to return home to change. In these circumstances, the employee will not be paid for the duration of their absence from work.

### **Display Screen User Equipment (DSE)**

Employees who are 'users' of display screen equipment (DSE) (also known as visual display units or VDU's) under the Health and Safety (Display Screen Equipment) Regulations 1992 have a legal right to an eye and eyesight test, on request. By providing eye and eyesight tests, the employer aims to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.

#### **Definition of a DSE user**

A person is a DSE user if the following criteria apply:

- The individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time.
- The individual uses DSE this way on a daily basis.
- Fast transfer of information between the user and screen is an important requirement of the job.
- The individual depends on the use of DSE to do their job; the individual has no discretion over the use of DSE; the individual needs significant training and/or particular skills in the use of DSE to do their job; or the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.

### **Skin Care**

Work-related dermatitis (sometimes called eczema) is one of the major occupational skin diseases and is caused by a person coming into contact with a hazardous agent or agents.

The Council has carried out risk assessment on preventing dermatitis and preventing skin contact with chemical substances.

- Hot and cold water is available for regular hand-washing.
- Barrier creams are provided to protect skin.
- Gloves will be provided as appropriate.

Do not:

- Immerse hands in chemicals or allow skin prolonged repeated contact with water.
- Work so as to cause chemical splashes on the skin.
- Allow skin to come into contact with contaminated work-pieces, surfaces, tools, clothing, etc.

Read the guidance provided by the Council. Always wear PPE as provided.

### **Entitlement to eye and eyesight tests**

An eye and eyesight test will be provided, on request, to employees who are DSE users and to employees who are being recruited to work as DSE users (including existing employees being transferred). Where a DSE user who experiences visual difficulties that could be caused by their DSE work requests an eye and eyesight test, the employer will ensure that this is provided as soon as possible after the request is made.

The employer will provide eye and eyesight tests at regular intervals following the first test. The employer will be guided by the clinical judgment of the registered optician, as recommended by the Town Council, as to the frequency of repeat testing. There is no obligation on employees to have an eye and eyesight test.

### **Arrangements and payment for eye and eyesight tests**

Eligible employees should make a request for an eye and eyesight test via their Manager, using the form for an employee to request an eye and eyesight test. The employer does not provide paid time off to attend eye and eyesight tests.

Employees may make their own arrangements with a registered optician, as recommended by the Town Council, and the cost will be reimbursed by the employer on receipt of written confirmation from the examining optician that the eye and eyesight test has been carried out. A record of the test will be kept using the record of an eye and eyesight test form.

Clinical information will be subject to the same confidentiality as other medical records and retained.

### **Payment for glasses**

Where an eye and eyesight test shows that glasses are necessary to correct eye or vision defects for the purposes of DSE work, the employer will pay for the cost of basic frames and prescribed lenses but only by the registered optician as recommended and stated by the Town Council.

**LAST REVIEWED AND RESOLVED;  
NEXT REVIEW DUE;**

**15<sup>th</sup> January 2018;  
March/April 2019.**