

REPORT TO POLICY & FINANCE COMMITTEE – 15 July 2009**HEALTH & SAFETY****1. BACKGROUND**

- 1.1 A comprehensive review of the Council's Health & Safety Policy and Risk Assessments was last carried out in 2005. Although some small scale reviews have been carried out since then, a full review was required to bring the documents up to the date in order to meet new standards and legislation.
- 1.2 In January 2009, Mr Jeff Wickens was appointed to the temporary position of Health & Safety Adviser. His role was to carry out a full review of the Council's Health & Safety Policy and Risk Assessments and to make recommendations and give advice on Health & Safety issues.

2. HEALTH & SAFETY POLICY

- 2.1 The Council's Health & Safety Policy has been reviewed and amended and is attached to this report as Appendix 1.
- 2.2 Aside from minor amendments to take account of new legislation, the following sections have been amended:
Section 2 – iv) and v) – Deputy Town Clerk's responsibilities
Section 10 – 2 paragraphs added – Contractors
Section 20 – fixed wiring in premises will be inspected every 5 years.
- 2.3 The following new sections have been added:
Section 4 – Health & Safety Champions (see paragraph 5 below)
Section 11 – Risk Assessment / Equipment Inspection and Testing / Programmes of Work / Schedules / Guidance
Section 13 – Equipment and Open Spaces used by the Public
Section 18 – Chemicals / Flammable Materials / Fuels / Biological Hazards
Section 19 – Pesticides / Herbicides
Section 22 – Working at Height
Section 23 – Noise and Vibration
Section 24 – Work Place Transport
Section 25 – Lifting Operations and Lifting Equipment
Section 26 – Asbestos
Section 27 – Legionella
Section 28 – Stress in the Workplace

3. RISK ASSESSMENTS

- 3.1 The Council's operational Risk Assessments have all been reviewed and updated. These documents are available for Members to view in the office.

4. SAFE SYSTEMS OF WORK

- 4.1 Following the review of Risk Assessments, Mr Wickens has identified a need for Safe Systems of Work to be produced for certain operational areas as follows:
Operating on slopes
Working on the town roundabout (grass cutting, planting and watering)
Working near water

4.2 Mr Wickens will produce these documents for operating on slopes and working near water. However, he has recommended that Hampshire County Council, as the highways authority, be involved in the production of the document for working on the town roundabout. It should be noted that the Chief Executive of Hampshire Association of Local Councils (HALC) is currently in discussions with the County Council on the subject of advice for town and parish council employees working adjacent to the highway. It is hoped that the outcome of these discussions will inform the Safe System of Work for the town roundabout.

5. HEALTH & SAFETY CHAMPIONS

- 5.1 Paragraph 4 of the Policy refers to Health and Safety Champions. It is recommended that the Council appoint a Councillor to champion and promote good health and safety practice and to act as the lead elected representative in matters concerning the health and safety of the public, employees, visitors and contractors.
- 5.2 Further information on the role of elected members in health and safety can be found in a leaflet produced by the Institute of Occupational Safety and Health (IOSH), which is available online at <http://www.iosh.co.uk/files/news/ourcampaigns/ThinkAboutHealthAndSafety-Scotland.pdf>. A copy is also available to view in the office.

6. RECOMMENDATIONS

- 6.1 It is RECOMMENDED that
- 1) The Health & Safety Policy attached at Appendix 1 be adopted; and
 - 2) That one Member be appointed to the role of Health and Safety Champion.

For further information please contact:
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