

Brecon Town Council

It is our policy to provide, so far as is reasonably practicable :-

- A workplace and work activities that will be safe for our employees, visitors and others who may be affected by what we do.
- Safe plant, equipment and systems of work.
- Safe use, handling and storage of articles and substances.
- Instruction and training for and consultation with our employees.
- A safe working environment.
- Adequate facilities and welfare arrangements.
- Sufficient resources to implement the policy and the assignment of responsibilities.

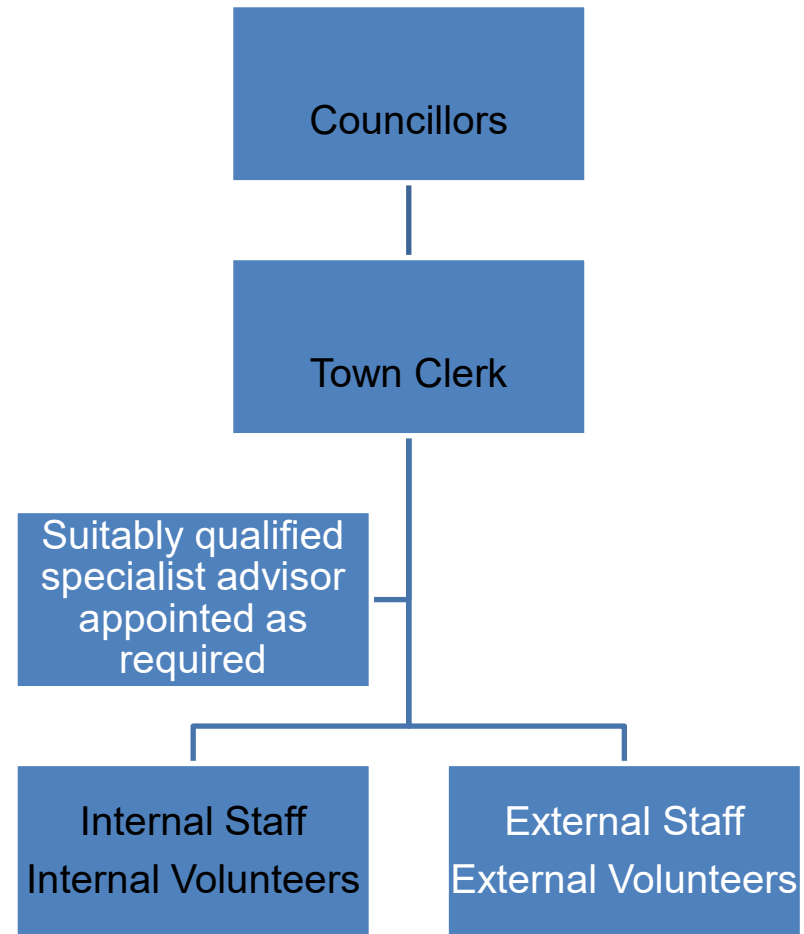
Employees are reminded that they have a duty to take reasonable steps for their health and safety and other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

This policy will be kept up-to-date and reviewed annually.

Approved by Brecon Town Council: 24th February 2025

Review Date: February 2026

Health And Safety Organisational Chart



RESPONSIBILITIES

Town Councillors

The Councillors have the ultimate responsibility for the health and safety of Brecon Town Council but discharges this responsibility through the Town Clerk down to individual managers, supervisors, employees and volunteers.

The Council has nominated the Town Clerk to have special responsibility for health and safety. When the Town Clerk is on holiday arrangements will be made for delegation of duties to relevant staff members and Councillors.

The Council will ensure that :-

- they provide a lead in developing a positive health and safety culture throughout the organisation.
- all its decisions reflect its health and safety intentions.
- adequate resources are made available for the implementation of health and safety.
- they will promote the active participation of workers in improving health and safety performance.
- they will review the health and safety performance of the Council on an annual basis.
- the Town Clerk and staff are provided with relevant health and safety training.

Town Clerk

The Town Clerk is the designated person with overall responsibility for health and safety within the Council. The Town Clerk will ensure that :

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice

- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective review of training needs (at annual appraisal) is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are assessed as suitable by completion of contractor appointment forms, provision of accreditation and qualification evidence, and hold adequate insurance cover
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported
- risk assessments are produced.

Employees and Volunteers

All employees and volunteers must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy and report any concerns or matters arising in writing to the Town Clerk
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place

- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not and ensure that such occurrence is recorded in the accident book
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes
- Report to the Town Clerk any damage to, or use of, fire equipment

Arrangements

Accident Investigation and Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both

A near miss is an unplanned event that does not cause injury or damage but had the potential to do so.

It is our policy to investigate.

- All accidents resulting in any reportable injury or losses of any assets.
- Accidents, however minor.
- All near-misses.

A documented investigation will take place for selected incidents with witness statements and photographs taken where appropriate.

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A list of reportable incidents can be found on www.hse.gov.uk/riddor

Reporting of such an incident is done on line via the www.hse.gov.uk/riddor/report portal

Alcohol and Drug Abuse

Employees must not consume alcohol whilst working.

Anyone found taking alcohol or drugs on the premises without permission is guilty of gross misconduct, and will be disciplined accordingly.

Asbestos

The Policy of Brecon Town Council is to :-

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users.
- Promote awareness of the hazards associated with asbestos.
- Produce a Management Policy and Procedures Plan.

- Periodically review the plan to ensure that any areas of asbestos, are sealed, encapsulated, inspected, monitored, labelled or removed.
- Ensure the Council's Policy conforms to Regulation 4 of the Control of Asbestos at Work Regulations 2012.

Consultation and Training

The Council is committed to providing Councillors, employees and volunteers with adequate information, instruction and training. Staff meetings will be held regularly with feedback and suggestions welcomed from all staff members.

A mixture of both internal and external training will be provided and;

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs and that volunteers also receive an appropriate induction to their role.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees, volunteers and Councillors.

Contractors

All contractors working on our premises and land are required to comply with appropriate rules and regulations governing their work activities.

All contractors working at Council premises must sign in and out of the building.

All contractors to be used for Council work are required to prove their competence by completing a questionnaire and providing evidence, to include evidence of adequate insurance cover.

Before any work is undertaken a risk assessment and method statement are to be provided to the Town Clerk. Any equipment used by contractors must be maintained and certificated as appropriate.

COSHH

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Employees will be advised of the risks, provided with the appropriate protective equipment and trained accordingly

Display Screen Equipment (DSE)

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided

- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to the Town Clerk any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Driving At Work

Implementation

The Council asks its entire staff, including Councillors, to play their part, whether they use a provided vehicle, which is their own or a hire vehicle.

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will :-

- Not put unreasonable time constraints on travel.
- Request that those driving for council business are competent (and where required, authorised) and fit to do so.
- provide any additional training that may be deemed necessary to reduce driving related occupational risks

Drivers

In all instances, when a vehicle is used for Council business, the driver must be insured for business use purposes.

This applies to any use of a vehicle on behalf of Brecon Town Council, for example, transporting items to and from events, driving to meetings, site visits, etc.

As such business use is often minimal, cover can normally be extended for a modest sum or at no extra cost.

Brecon Town Council requires evidence of such cover, along with evidence of MOT, and anyone intending to use their vehicle for business purposes is required to provide such evidence prior to the use of the vehicle to the Town Clerk.

Councillors, staff and volunteers should not use vehicles for Council purposes without such cover and expenses will only be paid where the relevant evidence is provided.

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Town Clerk of:

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as; limitations, offences recorded, period bans.
- Vehicle defects that affect ability/safety to drive.
- Any accidents/incidents that occurred whilst driving on behalf of the Council.

It is the responsibility of drivers to:

- Be physically fit and have a level of alcohol below the maximum level allowed by law, ideally zero, and not under influence of any drugs that may affect the ability to drive.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.
- Wear glasses or contact lenses every time they drive if needed to meet the 'standards of vision for driving', which are:
 - i. To be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.
 - ii. To meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the "Snellen Scale" (with glasses or contact lenses, if necessary) using both eyes together or, if you have sight in one eye only, in that eye.
 - iii. To have an adequate field of vision – an optician can advise and do a test.

Whilst driving, drivers must :-

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Remain in control of the vehicle at all times.
- Only use electronic devices, e.g. mobile phones, satellite navigation, mp3 player, when set up to do so, i.e. using a hands-free device.

- Never use any hand held electronic device, e.g. mobile phone, satellite navigation, mp3 player.

Office based staff should :-

- Not expect staff to answer calls when they are driving. Leave a short message and await the return call.

Electricity At Work

All electrical systems on our premises will be inspected to ensure there is no danger.

All portable appliances will be given a thorough electrical test by a competent person at fixed intervals, which reflect the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years.

Any hirer of the premises will be required to produce evidence that electrical equipment being brought on to the premises is PAT tested.

Fire Safety

We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- Regular inspection of the premises for fire safety.
- Adequate means of detecting and warning of a fire
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.
- We will train in the use of, procedures for fire drills and evacuation.
- Records of training and drills will be kept.
- Undertake an annual fire risk assessment
- Regular inspection of the premises for fire safety.

First Aid

We recognise our legal duty to make sufficient provision for first aid to employees.

We will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

Lone workers will also have their needs considered in respect of first aid.

In the event of anything other than minor injuries, medical assistance must be sought.

Lone Working

Brecon Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Please refer to separate Lone Worker Risk Assessment.

Manual Handling

Manual handling risks are present in most aspects of work.

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for Councillors, staff and volunteers involved in all operations identified as having a significant risk.

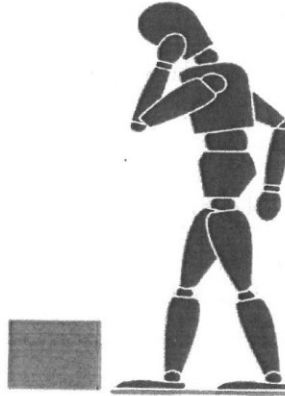
Please refer to Manual Handling Information below:

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

1 Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required?, can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles



4 Back

The back should be straight - not necessarily vertical (15 - 20° from vertical is alright, keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



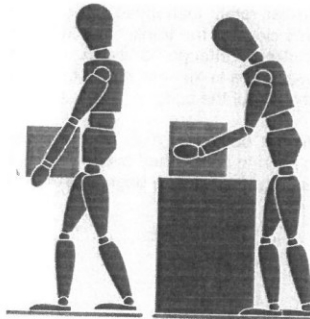
6 Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

8 Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Occupational Ill Health

We will take all reasonably practicable measures to prevent our employees from suffering any adverse health risks. Early detection of adverse health risks associated with our activities allows the council to confirm that adequate controls measures are in place.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

All employees considered to be at risk will be required to comply with all reasonable requests for medical surveillance.

The frequency of surveillance will be determined by several factors which may include the individual's susceptibility to harm. This will be discussed with the health professional and a programme of testing put into place.

Personal Protective Equipment (PPE)

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

Pregnant Females

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Risk Assessment

We will carry out suitable and sufficient assessments of the health and safety of our employees and to others who might be affected by our work activities.

Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment will be regularly tested to ensure effectiveness

Smoking At Work

Exposure to second-hand smoke, also known as passive smoking, increases

the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not top potentially dangerous exposure.

It is the policy of the Council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, customers and visitors.

For the purpose of this Policy e-cigarettes or “Vaping” is classed as smoking and is subject to the same restrictions

Stress Management

We recognise that stress is an increasing factor in our daily lives.

The definition of stress is “the adverse reaction people have to excessive pressure or other demands placed upon them” This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Council will attempt to address any noted stressors within the workplace and control them wherever possible. It will consult with staff on issues and train individual Line Managers in good management practices

The Council will provide confidential counselling for staff affected by stress caused by work related issues

It is every employee’s responsibility to raise any concerns to the Town Clerk and accept counselling when recommended.

The Indoor Environment

It is our policy to provide a working environment that is safe and comfortable.

The Outdoor Environment

Trees

The Council is responsible for numerous trees and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition , location and size of the tree.

All inspections will be documented.

Play Areas and Skate Parks

The Council addresses its obligations in regard to keeping play areas and equipment safe for the users and as such will continue to do the following :-

- Twice weekly inspection by amenities staff as scheduled.
- Annual Independent Inspection by Rospa or other industry recognised body.

Visitors

Our policy regarding the control of visitors on our premises is that :-

- Visitors are the responsibility of the Council whilst on the premises.

- All visitors must sign in and out of the Guildhall.
- All visitors must comply with any instructions given to them.

Work Equipment

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will :-

- Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.
- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training.

Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity. Councillors and Staff will be subject to DBS check as required by Council in accordance with arrangements made for young persons. Induction procedures will be carried out.

COVID-19

Brecon Town Council undertakes preventative measures in regard to COVID-19 which may be varied from time to time in accordance with official guidance. Please refer to separate COVID-19 workplace risk assessment.

2.0 APPENDIX

ARRANGEMENTS:

- Overall and final responsibility for health and safety is that of Brecon Town Council
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Town Clerk.
- Our nominated Competent Person is a suitably qualified advisor, who will be appointed as necessary.
- Employees should report any health and safety concerns to the Town Clerk.
- The Town Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by the Town Clerk and/or the Council as advised by the Town Clerk.
- The Town Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- Any defects in plant, equipment, buildings or systems should be reported to the Town Clerk immediately.
- The Health and Safety Law Poster is displayed in the Town Clerk's Office.
- Induction training for new employees and Councillors is the responsibility of the Town Clerk.
- Job training will be co-ordinated by the Town Clerk.
- Training records are kept in the Town Clerk's office.
- First aid boxes are kept in the Guildhall kitchens and at the Visit Brecon office.
- Accident Books are kept in the Town Clerk's office and the Visit Brecon office.
- Accident sheets will be completed in the event of an incident.
- All accidents must be reported to the Town Clerk.
- The Mayor and Town Clerk will conduct the accident investigation.
- Emergency escape routes are checked weekly by the Town Clerk.
- Fire extinguishers are maintained by competent persons annually.

- Any damage to or use of a fire extinguisher must be immediately report to the Town Clerk.
- The fire alarm is to be tested weekly by a member of staff to whom this duty has been delegated by the Town Clerk
- Legionella prevention measures will be undertaken weekly by a member of staff to whom this duty has been delegated by the Town Clerk
- Emergency lights inspections will be undertaken weekly by a member of staff to whom this duty has been delegated by the Town Clerk