

Llandeilo Town Council Health & Safety Guidance

Introduction

Llandeilo Town Council runs a considerable number of events and activities. The vast majority are well organised, well managed and take place in a comfortable and reassuring atmosphere. These are activities where health and safety is seen as normal practice. Evidence of this can also be seen in published reports of activities and is supported by the very limited number of accident claims reported to the Council and its insurers.

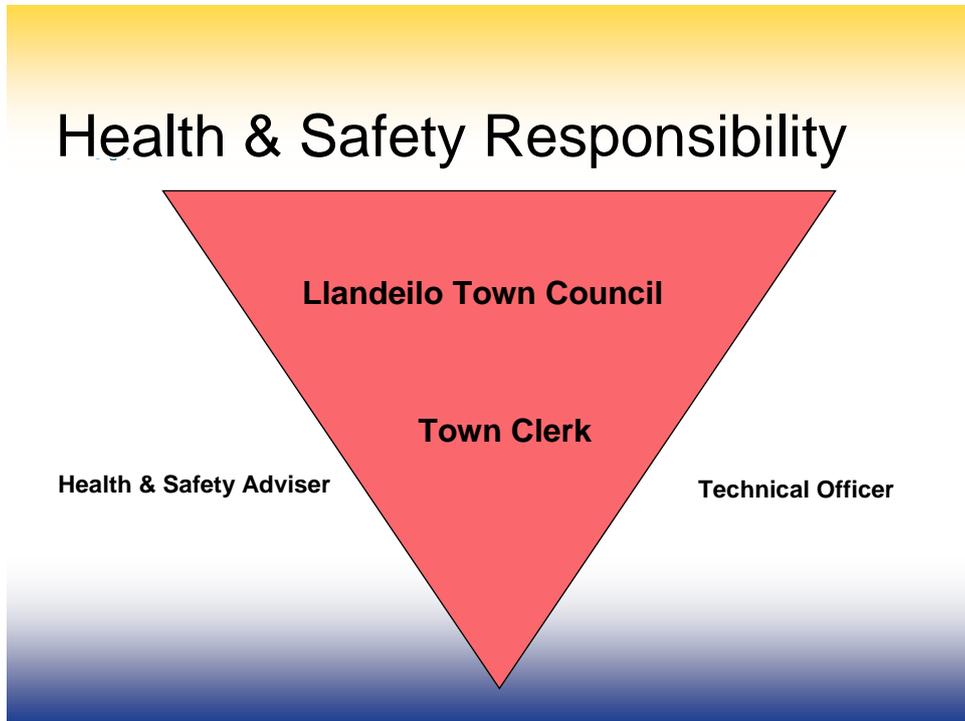
The public perception of health and safety is not always good and far too often is based on misleading stories which owe more to a desire for circulation than promoting good practice. We need to be aware of this and to act or respond accordingly. This means ensuring that adequate risk assessments are carried out and followed through in order that the Council maintains a positive image and that no participant, member of the public or any employee suffers as the result of an accident or illness caused by a badly run activity or event.

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Health & Safety Responsibility



HEALTH & SAFETY POLICY STATEMENT

Llandeilo Town Council acknowledges that it has a responsibility to ensure that all employees and contractors are made aware of the essential need to plan and organise all activities and events in a safe manner. The Council is committed to ensuring that all reasonable steps are taken to safeguard the participants, members of the public, volunteers, and anyone who may be in the vicinity of an event or activity from risk of injury or ill health resulting directly or indirectly from that activity or event.

The Council is committed to:

- Promoting and encouraging development of safe practice as the normal acceptable standard for all events and activities.
- Establishing systems and procedures that will ensure participants have access to up to date information and safety advice when so required.
- Developing and encouraging communication at all levels in order to develop the exchange of ideas and to promote best practice.

The overall responsibility for safety at any authorised activity or event lies with the Council or club organising it. The responsibility for implementation of this safety policy, lies with Llandeilo Town Clerk. In support of this policy the Council will appoint a Health and Safety Advisor who will report and operate through the Town Clerk.

This policy, and all related documents, will be reviewed by the Council at the end of each year, following which appropriate advice and updated documents, if so required, will be provided to all employees and officers. This policy, and any documents based upon it, should be re-validated annually as appropriate.

Signed by Town Clerk Date of signing

Guidance notes

Risk assessment

Risk assessments should only relate to events that the Council organises or controls. If Council employees or officers attend/support events that are organised by others, they should be covered by the risk assessment carried out by the organisers. Council employees or officers involved in these events should establish that they are covered prior to the event and should ask for a copy of the risk assessment to see what has been assessed and if there are any potential problems.

Any contractors involved will have (or should have!) carried out their own risk assessments to ensure that equipment/fittings - notably electrical - are produced to current standards and have been tested (eg PAT testing) and should be able to produce records/certificates to this effect if required

A number of risk assessment examples for typical Council activities will be found in appendix of this document. These risk assessments are offered as general guidance and should not be viewed as generic, as each assessment will need to be event and site specific. Only significant risks need to be evaluated and written down. Detailed arrangements and method statements, as necessary, will need to be attached to individual assessments.

What needs to be done

- Prior to an event, organisers must appoint one person to carry out risk assessment.
- Person appointed must seek out expertise where so required and if in doubt about any matter.
- Assessment carried out and recorded in writing with copies to all involved in running event.
- Assessments should be concise, address real issues and should not centre on minor issues.
- Identify risks, decide how risk can be eliminated or reduced to an acceptable safe level.
- Categorise risks based on chances of it occurring and degree of impact.
- Review at Council meeting after event and retain record with any corrections for next event.

The following lists some common risks but is not exhaustive. Use the bullets as a guide when preparing individual Risk Assessments.

Lifting and Manual Handling

What to watch out for

- Deceptively heavy items.
- People trying to lift or move heavy items on their own.
- Lack of experience or instruction.
- Anyone who has a previous back or upper limb injury.
- Containers full of liquids.
- Hot items and in particular hot liquids.
- Odd shaped or bulky items.
- Loose packed Items that may shift or change shape when moved.
- Lifting beyond reach or overhead.
- Need for protective items such as gloves or protected toe caps.
- Repetitive activities e.g. moving a large number of tables and chairs

Trips, Slips and Falls

What to watch out for

- Wet or very dusty floors.
- Spillage of drinks and other liquids on polished floors.
- Loose mats on slippery floors.
- Wet or icy weather conditions on untreated paths.
- Trailing electrical cables
- Obstacles and rubbish left on exit routes and walkways.
- Sloping and uneven floors.
- Unsuitable footwear on slippery floors
- Damaged staircases.
- Inadequate, uneven or low level of lighting.

Fire Safety

What to watch out for

- Premises which give impression of being badly maintained.
- Lack of fire extinguishers or other fire fighting equipment.
- Absence of any formal procedure or notices detailing action to be taken in event of fire.
- Blocked, locked or absence of adequate exits from building.
- Introduction into building of liquid or gas fired portable equipment.
- Disinterest or obvious lack of knowledge about fire safety by owner or manager of premises.
- Children playing with matches.
- Faulty, unsuitable or untested electrical equipment. This is single biggest fire risk in the UK.

Firework Displays & Parties

What to watch out for

- Fire work parties organised and run by untrained people.
- Firework parties in enclosed areas near to building or to roads.
- Lack of adequate supervision particularly for small children
- Fireworks that are not made to a recognised standard
- Unsuitable weather conditions
- Preference for professionally organised and supervised events staged at a suitable location under control of operators who are trained and certified to organise firework displays

First Aid

What to provide

- Competent, trained and preferably certified first aid cover provided at all events.
- At least one participant who has qualified as a first aider or appointed person.
- Information and awareness amongst participants of action to take in event of a stroke.
- Information and awareness, while respecting confidence, if you have a diabetic member.
- Basic first aid equipment in Council premises and at all events.
- Draft procedure based on risk assessment detailing action in event of accident or illness.
- At large events, provision of suitable and sufficient cover provided by qualified people.

Driving and Use of Vehicles

What to look for

- Vehicle suitable for purpose in terms of access particularly for elderly or disabled passengers.
- Driver's physical ability to deal with elderly or disabled passengers.

- Vehicle that is in good serviceable condition correctly taxed and insured.
- Confirmation in writing, or in certificate of insurance, that voluntary activities are covered.
- Consider use of a community minibus which should resolve many of the issues and concerns.
- Driver to insist that all passengers and particularly children wear seat belts.
- When carrying children correctly sized seat belts and suitable booster seats are essential.
- All seat belts must be correctly fitted with 3 point anchorage and inspected before use.
- Driver must have current valid driving license, MOT for vehicle and correct up to date insurance.
- Avoid eating, drinking, use of mobiles, use of navigation aids or any other distraction for driver.

Road Running and Cycle Events

What to look out for

- Plan route carefully, review after every event and carry out a detailed risk assessment.
- Provide adequate marshalling at every point where a risk or danger has been identified.
- Provide first aid and ensure that the first aiders have adequate means of communication.
- Carefully position first aiders in order to minimise risk of delay in responding to any incident.
- Check weather conditions immediately before the event.
- Have bad weather plans ready in case of dangerous conditions.
- If this is your first event, seek guidance and help from others who have run successful events.
- Tell insurers that the event is taking place and, in particular, advise of numbers taking part.

Catering for Events

What to look out for

- Cleanliness of work areas.
- Suitable clean catering & serving equipment.
- Adequate hand washing facilities.
- Adequate food and equipment washing facilities.
- Suitable food storage facilities.
- Cold storage or freezers where needed.
- Properly laid out working areas.
- Obtain and use a catering thermometer.
- Covering or tying back of loose hair
- Competency certificates for those in charge of food handling.

What to avoid

- Involvement of anyone who is unwell.
- Open cuts or abrasions on hands.
- One person handling food and money.
- Food displayed in open containers.
- Unsuitable or dirty working clothes.
- Accumulations of waste food.
- Undercooked or overcooked food.
- Anyone serving food and wearing jewellery.
- Trips, slips and falls.

Manning of Events & Activities

What to look out for

- Controlled access to events.
- Visible control of entrance
- Safe, maximum attendance levels.
- Adequate level of stewarding.
- Communication between organisers.
- Emergency procedures and actions.
- Event stewards fully briefed and easily identified.
- Briefing on exit routes and procedures.

- Provision of first aid cover
- Adequate lighting

Environmental Issues

What to look for

- Procedures in event of an emergency or accident
- Activities which produce minimum waste
- Alternative products with reduced waste
- Suitable closed containers for waste
- Procedures for regular waste collection
- Waste removed by licensed contractors
- Waste leaking into ground or atmosphere
- Excessive noise causing a disturbance

Water Based Activities

What to look for

- Pre-planning in case of an accident
- A sensible and practical risk assessment.
- Someone who can take charge of event.
- Life belts and or rescue lines.
- Suitable working communications.
- Compliance with published safety plans.
- Appropriate level of life guards
- Appropriate license in force
- Supervised children near water.
- Competency certificates for activity supervisors.

Disability & Access Issues

What to look for

- Venue with level trip free access and surfaces
- Layout of venue to maximise safe access.
- Access at ground level where possible.
- Suitable accessible toilet facilities.
- Procedures for safe evacuation.
- Availability of suitable equipment eg wheel chairs.
- Availability of communications equipment for any one with poor hearing.

In the event of an Accident or Incident

The Council's Insurers have advised the following:

'If someone is injured at an event, Council Insurers – via Clerk/Finance Officer - must be notified immediately and a written statement of the circumstances, together with any witness statements, provided within 14 days of the event (see appendix 2 for accident /incident forms)

Do not admit liability at any stage and forward any correspondence to Insurers unanswered

Do not acknowledge receipt of any correspondence received relating to a potential claim against the Council

If you receive notification of legal proceedings against you, Insurers must be informed immediately'

For further advice please contact Insurers **Zurich** tel: **0800 9179631**

Accident/incident forms must be completed and reported to the Town Clerk within 24hrs.

All accidents/incidents will be investigated by appropriate staff and officers and remedial action taken as soon as practicable

All records will be kept by the Town Clerk for a minimum of 3 yrs from the date of the accident

Emergency call out

These telephone numbers are for use in emergency use only when personnel usually responsible for supervising buildings and plant are not on the premises

Fire/Security/Bomb – Call 999 then advise the following in order:

Town Clerk 07581255390 / 07395446272

Technical Officer 01550 777296 mob 07961571211

Finance officer 07867580540

H&S adviser 01558 328201 mob 07979542339

County emergency planning officer 01267 234567

HSE 01267244230

NB Following any incident, a report form must be completed and forwarded to the Town Clerk withn 24hrs

Control of Contractors

The Council is legally responsible for the safety of contractors working at any time in premises owned or used by the Council

Council staff should ensure that contractors are aware of the accepted code of conduct and discuss the various control procedures with contractors BEFORE work is allowed to commence

Contractors should be monitored throughout the contract period to ensure compliance with conditions of any control procedures and precautions

Permits to work

An accepted method of control involves a 'Permit to Work' system, designed to ensure that safe working procedures are adhered to by maintenance staff and contractors and issued prior to repairs or alterations being carried out where the work is of a hazardous nature or could present a hazardous situation

Examples of work requiring a Permit to Work:

- Electrical/mechanical plant maintenance
- Major building alteration
- Lift maintenance
- Burning/welding or flammable liquids –'hot work
- Confined spaces
- Working at height >3m
- Asbestos work

Permits will be issued by authorised staff ie Technical Officer /Town Clerk or appointed deputies.

It is essential that on completion of the work, the permit is returned by the person responsible for the work, confirming that the area / equipment has been left in a safe condition

See appendix 4 for Work Permit form

Health & Safety Inspections

Regular inspections of Council owned premises and equipment will be carried out by appropriate staff and officers eg Technical Officer or H&S Adviser to ensure facilities, plant and machinery are kept in safe conditions and have been maintained in accordance with manufacturers' instructions.

Reports will be completed and copied to relevant officers and committees, with any recommended remedial work specified within a stated time frame

Records will be kept by the Technical Officer and Town Clerk who will liaise with the Finance Officer for Insurance compliance

See appendix 3 for inspection report form

Appendix 1 Recommended risk assessment form

Risk assessment examples

Appendix 2 Accident /Incident report

Appendix 3 H&S Inspection report form

Appendix 4 Permit to work form

GLOSSARY OF HEALTH & SAFETY TERMINOLOGY

ACCIDENT

The Health and Safety Executive (HSE) definition is any unplanned event that results in injury or ill health of people, damage to property, damage to the environment or loss of materials. In a work place, the loss of a business opportunity may also be used as a definition.

ARSON

A serious criminal offence. Currently some 30,000 buildings a year and 45,000 vehicles a year are set on fire deliberately. The cost to the UK economy exceeds £500 million per year. Attacks on public and community buildings are becoming more common.

CRIMINAL PROCEEDINGS

Criminal proceedings can be started as the result of an accident. Criminal proceedings relate to an action in a Magistrates Court or Crown Court which are the result of a police investigation and/or a criminal prosecution [See also negligence].

CIVIL PROCEEDINGS

Action taken by an individual, who has been injured, against the person or organisation whom he, or she, believes to have been responsible for that accident. If successful, the person initiating the proceedings (The Claimant) will receive financial compensation known as damages of an amount decided upon by the court. The burden of proof is based upon the balance of probabilities rather than proven guilt. Many cases are settled out of court.

COMPETENCE

Defined in health and safety law as a person who has knowledge, experience, capability, and where relevant the qualifications to undertake a specific task. When carrying out a task, or asking someone else to carry out a task which may have potential for causing harm to another person, there is an essential need to ensure the person is competent to handle the job or task involved. Failure to do so may render both the person carrying out the task and the person placing instructions open to a claim of negligence in event of an accident.

COSHH

An acronym for Control of Substances Hazardous to Health. These regulations are made under the Health and Safety at Work Act. Employers are obliged to identify any chemicals or hazardous materials that are present or used in the workplace and to put in place suitable controls and precautions.

DUTY OF CARE

This is the common law duty that we owe to each other which requires that we take care not to do anything that may damage or injure any other person. Any act or omission that, subject to the application of a judgement of reasonableness that resulted in damage loss or injury to another person, may be seen as a breach of your duty of care. If negligence was established then action, as defined under earlier heading of Civil Proceedings, may result. Duty of Care is not defined or specified as such in Health and Safety legislation although there are clearly defined requirements to protect others including employees and members of the public.

ENVIRONMENTAL PROTECTION

Arrangements made to cover those activities which may cause damage to flora, fauna, water, soil and air. These include disposal of waste, handling and disposal of effluent and activities such as burning of waste or discharges of noxious materials into the atmosphere.

HAZARD

Anything with the potential to cause harm. For example faulty electrical equipment, a hole in the ground, a dangerous chemical, a blocked fire escape exit or route or a structure that is unfit for purpose.

HEALTH AND SAFETY AT WORK ACT [Voluntary activities]

This is the principle piece of work safety legislation. It is an enabling Act which means the Government can make regulations under this act without need to apply for a new Act of Parliament. A wide range of regulations already exist and these cover a range of subjects. While it is appreciated that much of the

legislation relates to work based activities and does not apply to the majority of non work events, the HSE recommends that these should be adopted as guidance for best practice.

As always, a practical, realistic approach should be taken to the health and safety management of activities to ensure the enjoyment and protection of everyone involved

INSURANCE

All employees and officers have insurance cover while engaged in or taking part in authorised activities. Cover includes legal liability, employer's liability, public liability, legal expenses, slander, libel and specific property. There are conditions that must be met such as the requirement for risk assessments to be carried out. Insurance guidance may be obtained from the Finance Officer

MANUAL HANDLING

Regulations made under the Health and Safety at Work Act which impose requirements for safe methods of work and suitable equipment where manual effort is employed pushing, pulling, lifting or handling in any way heavy or difficult loads. Injuries to hands, feet and back are far too common where poor handling is involved. Lifting and laying out dozens of folding tables and chairs may look easy when it is carried out correctly but if not the risks can be onerous.

NEAR MISS

Any incident which could have resulted in an accident. Knowledge and understanding of near misses is important since it has been established that for every 300 near misses there is likely to be 30 minor accidents and 1 major accident. As an example the man who walks up to the hole at side of the path in the dark and realises and stops when his foot touches a pile of earth - this could well be a near miss.

NEGLIGENCE

The only tort or civil wrong normally seen in health and safety matters. Negligence in this context is a lack of reasonable care or conduct that may result in injury or financial loss of or to another person. An early legal definition from 1856 stated negligence was judged to involve actions or omissions and the need to reasonable and prudent behaviour This is still a valid consideration. Such matters would normally be dealt with in a civil court and not by Magistrates or a Judge in the Crown Court. Failing to carry out a suitable risk assessment for an activity during which an accident occurred may well be seen as negligence. As an example hiring a marquee and allowing someone with no training or knowledge to erect it may be seen as negligent if it then collapsed on someone inside.

PAT TESTING

An acronym for Portable Appliance Testing. There is a requirement under health and safety legislation and under Electricity at Work Act to ensure that all electrical devices are fit for purpose and safe to use. This form of testing is one method of achieving the requirement to ensure devices are safe. Routine visual inspection before use should be a part of the safe approach to use of electrical equipment.

RIDDOR

An acronym for Reporting of Injuries Diseases and Dangerous Occurrence Regulations These regulations are part of the Health and Safety at Work Act. While these regulations apply specifically to the workplace, the general advice is to adopt the principle and, in the event of any accident that involves a fatality, serious injury or more than seven days off work as the result of an accident, report matter to insurers immediately and advise HSE. Some accidents, such as fair ground rides, also require reporting to the Health and Safety Executive regardless of whether it is classed as work or not.

REGULATORY REFORM FIRE SAFETY ORDER

Current and all embracing Fire Safety Legislation introduced in 2005. This legislation, in effect, reforms and replaces nearly all previous fire safety legislation. This includes all premises and structures including tents and marquees used by the public with the exception of single private dwellings. It clearly identifies the responsible person for any particular building or structure and defines general fire precautions. These regulations will apply to meeting places used by clubs and will identify the responsible person as the owner or manager of premises.

RISK

The likelihood of a substance, activity or process causing harm and the severity of the harm if it does occur. For example damaged electrical equipment left exposed to touch in an accessible place or the deep unfenced hole next to an unlit public path.

RISK ASSESSMENT

A simple process of examination and consideration of both risk and hazard in order to:

1. Identify potential for accidents to occur.
2. Identify means of eliminating or reducing chances of anyone being injured. Results should be recorded in a simple, easy to understand form including any findings and actions called for as a result of the assessment.

After any event the assessment should be reviewed in order to ensure that anything that occurred is noted and lessons learnt for future events.

RESIDUAL RISK

The very small element of risk that may remain after actions identified during risk assessment have been implemented. Residual risk should always be very small or have little potential impact on those likely to be involved or affected. For example, the hole in the ground has been fenced, boarded over and two temporary lights fitted. There is an unlikely chance of both lights failing, this could be treated as a minimal residual risk.