



HEALTH & SAFETY POLICY

YEOVIL TOWN COUNCIL



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1. Policy Statement

Yeovil Town Council is committed to achieving the highest standards of health and wellbeing, safety and environmental practice throughout the Council. It recognises and accepts its responsibility as an employer and a service provider to provide healthy and safe workplaces, grounds and properties.

The Council will ensure, so far as is reasonably practicable, the health, safety and welfare of employees. The Council will ensure, so far as it is reasonably practicable, that the health and safety of other parties is protected where they are affected by Council work activities e.g. the public, service users, residents, contractors and visitors. It is of keen concern to all of us that our operations in no way put the public and our service users at risk.

The Council will train, inform and supervise its employees to ensure that they are empowered to take responsibility for the safety of themselves and others. We will also consult our employees and work closely with them in the development of our policies and systems.

The Council will assess all the risks of its operations and seek to eliminate or reduce these risks where practicable. We will put systems in place for the management of remaining significant risks and apply these with documentation and training. We will monitor to ensure our systems are suitable and properly followed, and review on an annual programme.

The Council will review the way in which its activities are managed and organised by senior management.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. Management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communication with all employees within the organisation and by ensuring competence of those employees.

The remainder of this policy explains the systems we will apply to achieve the aims of this statement. The policy will be reviewed annually and whenever there is a change in signatories.

Signed:

Chief Executive /Town Clerk

Date:

Signed:

Leader

Date:

2. Responsibilities

2.1 Council Leader

- Will take responsibility for the health and safety of the Council in respect of employees and others affected by the Council's work.
- Will sign this policy annually.

2.2 Elected members

- Will adequately resource the health and safety requirements of the Council in terms of finance, personnel, and time.
- Will devote time at one meeting a year of the Executive to considering the Council's Health and Safety Performance Review.
- Will work with concern for their own health and safety and that of others whilst carrying out their activities.
- Will report all accidents and incidents in which they are involved, however minor.
- Will report any near misses or hazards of which they become aware.
- Will attend all health and safety training offered and put it into practice.

2.3 Chief Executive /Town Clerk

- Will take full and final delegated responsibility for ensuring health and safety of the Council in respect of employees and others affected by the Council's work.
- Will sign this policy annually.

2.4 Director of Property & Community

- Act as Competent Person for the council.
- Will ensure that all Leadership Team decision making covers the health and safety implications of each option.
- Will chair the Steering Group.
- Will write the quarterly Health and Safety Performance Review with input from the Steering Group.
- Will present the Health and Safety Performance Review to the Leadership Team.
- Will arrange the annual Health and Safety Audit.
- Will make any reports required under RIDDOR.
- Will advise the Council's management on all aspects of health and safety.

2.5 Leadership Team

- Will consider the Health and Safety Performance Review at meetings quarterly.
- Will approve this policy and lead on its implementation.
- Will ensure that the safety management systems described in this policy are.

- implemented in full across the Council.
- Will resource the health and safety requirements of the Council.

2.6 Working Group

The Working group reports directly to the Leadership Team and is chaired by the Director of Property & Community

The Working Group serves a consultative function, monitoring and informing policy and operational practices. It essentially carries out much of the underpinning health and safety work of the Council, supporting the development and delivery of H&S Policy at the operational level. Its members review safety inspections, accident investigations, and risk assessments. It meets quarterly but stands up more frequently if required.

See Appendix for full Terms of Reference. To be discussed and agreed at the first meeting.

2.7 Managers

- Will implement the policy in the areas under their control.
- Will ensure their staff are suitably trained and records are kept.
- Will produce and review the risk assessments to cover the jobs, tasks and activities undertaken by their teams.
- Will produce safe systems of work for tasks as required.
- Will investigate all accidents and incidents reported by their teams and adjust relevant risk assessments, as necessary.
- Will arrange or provide first day induction for new starters.
- Will ensure the conducting of COSHH assessments for substances held or used by their team.
- Will manage any lone working risk.
- Will carry out the training analysis for their direct reports and volunteers to identify required health and safety training for the specific work or role.
- Will champion H&S - ensure attendance of staff to all the relevant health and safety training and development.
- Will record all training delivered and maintain training records for their teams.
- Will arrange refresher training at the required intervals.
- Will hold the Approved list of contractors for their areas.

2.8 Property and Projects Co-Ordinator

- Will hold the asbestos register for all premises.
- Will hold the property safety compliance documentation for each premises.
- Will hold the relevant risk assessments including fire for each premises.
- Will arrange for any necessary remedial actions and will also arrange for reassessments or re-inspections as they become due.

2.9 Human Resources

- Will set out corporate expectations for new starters, including health and safety, through an induction framework.
- Will maintain a training standards framework which includes elements of health and safety training.
- Will liaise with the Occupational Health provider.
- Will ensure that details of accidents, incidents and work-related health problems are maintained on individual's personal files.

2.10 All Staff

(This category includes every employee, whether they have additional responsibilities or not, also agency and temporary staff and volunteers)

- Will report all accidents and incidents in which they are involved, however minor.
- Will report any near misses or hazards of which they become aware.
- Will be familiar with the risk assessments and safe systems covering their work and work in accordance with them.
- Will check and take note of the COSHH information on any substance they use at work.
- Will work alone only on low-risk work with the approval of their line manager.
- Will participate in the risk assessment process, the safety inspections, and any accident investigations that involve them.
- Will work with concern for their own health and safety and that of others.
- Will attend all health and safety training offered and put it into practice in their work.

3. Organisation

3.1 Health and Safety Leadership

The Elected Members, particularly the Leader, take responsibility for the safe working of the Council, and therefore for any mishap which could befall staff or the public because of the actions or inactions of the Council. The Leader is a signatory to this policy.

In practice, the Councillors delegate the implementation of the policy, and the application of the safety management systems, to their Chief Executive/Town Clerk. The Chief Executive/Town Clerk, in conjunction with the rest of the Leadership Team, is primarily responsible for ensuring that a suitable policy and safety management systems are in place, and these are implemented in full across the Council.

The Leadership Team leads on the health and safety effort and resources the work requires. The Chief Executive /Town Clerk is a signatory to the policy.

The Director of Property & Community is the nominated Director with particular interest in health and safety at the Council. They chair the Working Group. They also present the Health and Safety Performance Review to the Leadership Team quarterly. They ensure that health and safety is a prime consideration in the decision making of the Leadership Team.

The Leadership Team have appointed the Working Group to lead the organisation on health and safety matters. The Working Group reports to the Leadership Team.

3.2 Committee and Group Structures

The Executive has top level oversight of health and safety at the Council. The Executive will consider the health and safety performance of the Council annually at their meeting which covers health and safety. In particular, the Health and Safety Performance Review will be tabled and considered by the Executive.

3.3 Working Group

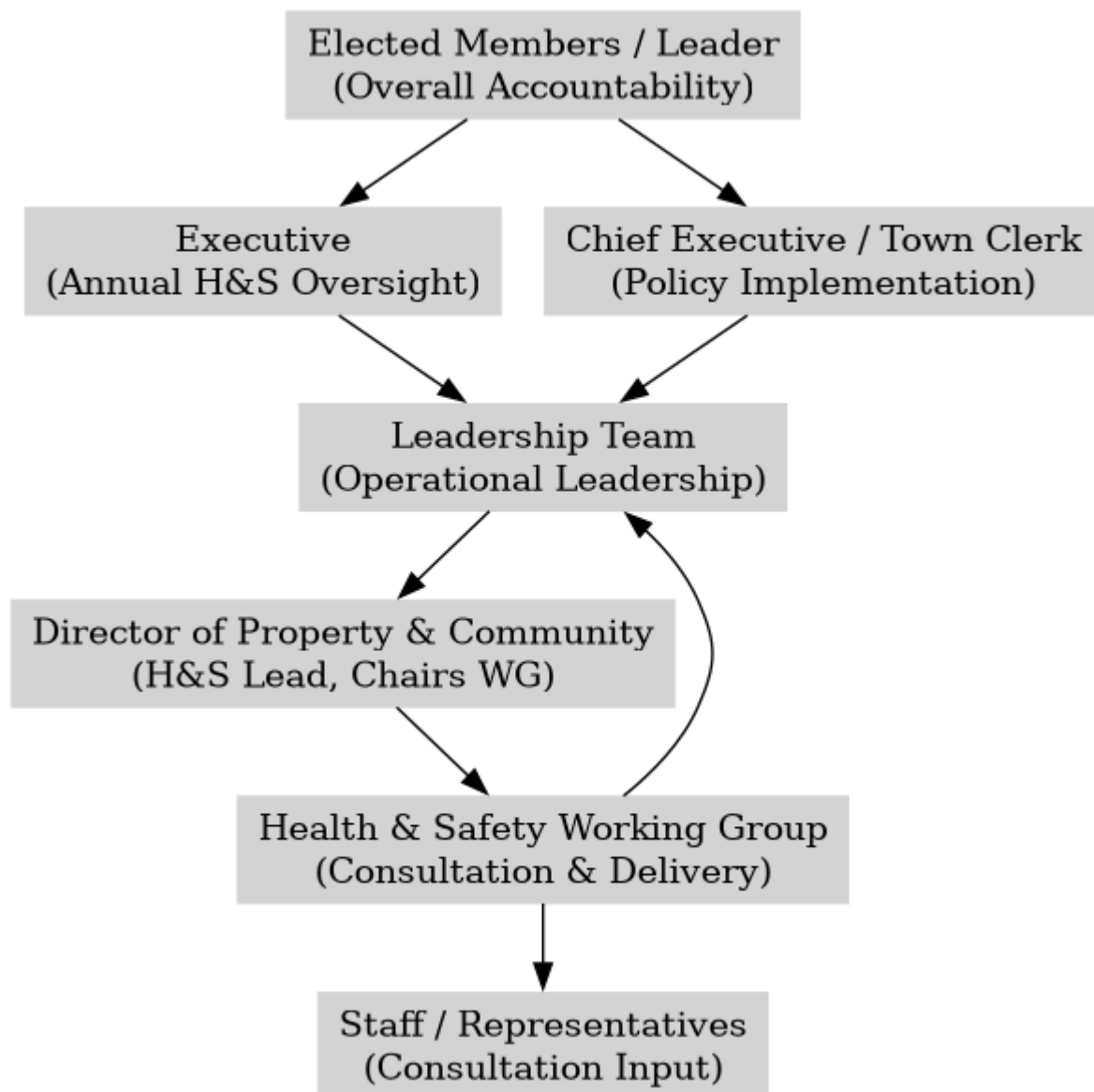
The Health and Safety Working Group is the consultative group on health and safety for the Council and is made up of a cross section of interested individuals from across all areas.

The Working Group is chaired by the Director of Property & Community. The Working Group acts as a consultative forum in which proposals made by the Steering Group can be shared with the wider staff group. The Working Group also originates and carries out projects as required. They have a voice in all decision making. The members of the Working Group are representing their staff team, teams and Union members where applicable.

The Working Group meets quarterly. See appendix for Working Group Terms of Reference.

Consultation with employees is largely managed via the Working Group. A Working Group representative is appointed to represent every team. The representative will make themselves available to their group and will carry forward to meetings any concerns or comments which have not been resolved locally. The representative will also have an involvement in the dissemination of information about new policies and practices, but this is largely managed at organisational level.

As not all employees have access to computers, briefings and the dissemination of written information is used at the base where out of office workers are situated. Consultation with employees, or their representatives, on health and safety matters applies according to the Safety Representatives and Safety Committees Regulations 1977.



3.4 Health and Safety Documentation and Administration

The Director of Property & Community holds the master copies of the policy and guidance notes. They also control access to the database of risk assessments and safe systems of work. They control access to the accident/incident database and also manage the flow of information via the near miss and hazard reporting system. The Director of Property & Community has the duty of flagging up when policies, risk assessments and safe systems of work require review, and when accident investigation is not completed. The Facilities and Projects co-ordinator collects the information from which the Key Performance Indicators are calculated quarterly and provides it to Director of Property & Community.

3.5 Competent Person

The Competent person role for the Council is fulfilled by the Director of Property & Community who works in close conjunction with Council personnel to understand and integrate with the Council management. The Competent Person is working towards a relevant qualification. The Competent person obtains/provides advice to management at all levels on request and monitors the general compliance of the Council.

3.6 Key Performance Indicators

Key Performance Indicators are set for each year by the Steering Group and signed off as part of the policy review. These KPIs are established to provide meaningful measures of the organisation's health and safety performance, with an emphasis on proactive rather than reactive measures. A small number of KPIs are chosen, and these are logged and measured day to day by the Director of Property & Community. The KPIs for the current year are contained in an appendix to this policy. KPIs are reported on to the Working Group quarterly. **See Appendix 5**

3.7 Health and Safety Performance Review

The Health and Safety Performance Review is a brief report which is drawn up annually and quarterly. It contains the annual performance against KPIs as well as accident and incident statistics and audit findings. This report is drawn up by the Director of Property & Community in conjunction with the Working Group and goes to the Leadership Team and the Executive.

3.8 Monitoring

The Council arranges for a full health and safety audit to be carried out 6 months after the policy is agreed and then, at a frequency to be determined. The purpose of the audit will be to assess the adequacy of policies and systems, and the adherence to them in practice.

This audit is arranged by the Director of Property & Community, on behalf of the Leadership Team. The audit is usually arranged to be completed before the start of the policy review period, in order that its findings can be considered. A summary of the audit findings goes to the Leadership Team and the Executive as part of the Health and Safety Performance Review.

4. Policies and procedures

4.1 Risk Assessment

Risk assessments are carried out by team leaders and managers to cover any task or activity where there is a significant risk. Risks, which are significant, are those that are not trivial in nature and can create a real risk to health and safety which any reasonable person would appreciate and would take steps to guard against. Our policy is to

complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities to plan and prioritise the implementation of the identified control measures.

All risk assessments must be reviewed at least every 12 months, with the review date and responsible manager clearly recorded. A new or revised assessment must be completed whenever there is a change in task, equipment, premises, staffing, working method, or following any accident, incident, or near miss.

Every assessment must:

- be stored centrally in the corporate H&S database
- include clear, specific control measures with named owners and deadlines
- be communicated to all affected staff, with a record of briefing or sign-off
- include monitoring arrangements to confirm controls remain effective

Managers must ensure that all actions arising from assessments are completed, evidenced, and escalated where delays occur. The Working Group will review outstanding actions quarterly.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process

4.2 Safe Systems of Work

Safe systems of work are produced where the risk assessment raises a need. This will always be the case where behavioural controls on risk are prescribed. The safe systems of work are also recorded on the database and approved by the Lead Specialist in the same way as the risk assessments above. The safe systems of work are also sent to every worker who carries out the task or activity concerned and are gone through at induction with new starters.

4.3 Control of substances Hazardous to Health (COSHH & DSEAR)

Hazardous substances require COSHH assessment. Flammable and explosive substances require control under Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). The policy of the Council is that flammable and explosive substances shall not be held or used by Council employees or on Council premises with certain tightly controlled exceptions. See DSEAR assessment.

Again, the Council's policy is that toxic and carcinogenic substances will not be held or used, with limited exceptions. The use of pesticides is subject to further controls. Special training is required for users, together with designated storage equipment and protective clothing.

4.4 Accidents and Incidents

Reporting is required for every accident and incident, however minor. Reporting is electronic, via the accident and incident form and should also be reported to the relevant manager. Accident books should be used where access to IT is limited or if the report is from someone using a council building. Accident books must be reviewed regularly and electronic forms completed where appropriate.

An accident or incident form is for when a physical injury is sustained or for any incidents involving violence and aggression. A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so. This will include near misses involving either employees or non-employees. The reporting of near misses and observed hazards is strongly encouraged. Near misses must be reported using the electronic form.

Once an accident or incident is reported, a copy of the form will be sent to the relevant line manager.

Incident Investigation – A tiered approach

- Low-level incidents / near-misses - Quick review, brief notes, simple corrective action.
- Moderate incidents - short investigation, interviews, photos, risk assessment review.
- Serious incidents / RIDDOR events - Full investigation, root-cause analysis, senior management involvement, formal reporting.

All incidents moderate and above must follow a structured investigation timeline:

- Initial notification within 24 hours
- Preliminary investigation within 3 working days
- Full investigation and corrective actions within 10 working days

Investigations must identify immediate causes, underlying causes, and root causes, and must include recommendations for preventing recurrence.

All actions must:

- have a named owner
- include a realistic but firm completion date
- be tracked to closure through the H&S database
- be reviewed by the Working Group

A quarterly trend analysis must be produced to identify patterns, hotspots, repeat issues, and areas requiring targeted intervention.

Any accident resulting a major injury, or absence following an injury should be reported immediately to the Director of Property & Community who will assess and make a RIDDOR report on behalf of the Council.

4.5 Lone Working

The Town Council will ensure, as far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Whenever a task or activity is undertaken alone, this should be identified and assessed in the relevant risk assessment. Control on risks are required, and these must include systems to ensure that a colleague always knows the whereabouts of a staff member.

The Town Council will determine, by risk assessment, those activities where one unaccompanied person can do work.

A formal Lone Working Procedure must be implemented, including:

- a documented buddy/check-in system with agreed intervals based on risk
- escalation steps if contact is missed, including welfare checks
- approved lone-working devices or apps for higher-risk roles
- a list of tasks that must never be lone-worked (e.g., work at height, hazardous machinery, confined spaces, high-risk public-facing duties)

Managers must ensure lone workers receive specific training, including dynamic risk assessment, personal safety, and emergency communication.

All lone-working arrangements must be reviewed annually or after any incident.

It is important that there is a system to ensure that the staff member has finished work safely and returned home.

Any health or personal reason lone working should not be permitted should be identified at the recruitment stage or by way of routine health surveillance. This restriction must be clearly communicated to the line manager of the individual.

Some types of work should never be done alone. This includes work at heights, work with dangerous machinery, work with large animals and anything for which a permit is issued.

4.6 Smoking & Vaping

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 stop potentially dangerous exposure.

It is the policy of the Town Council that all 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, and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Town Council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Town Council vehicles that are covered by the law.

4.7 Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on 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.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. As a reasonable Town Council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress.
- provide access to confidential counselling for employees affected by stress caused either by work or external factors.
- provide training for all managers and supervisory staff in good management practices.
- provide adequate resources to enable managers to implement the Town Council's agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager or through the Town Council's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable

4.8 Training

All employees, no matter at what level they are within an organisation, must be competent to undertake their tasks. One method of achieving competency is through the provision of adequate and appropriate training.

Implementation of Training

Managers have responsibility for identifying training needs for members of their team, with staff encouraged to play an active role in their own professional development. The manager must approve individual training requests and ensure these requests are aligned to the requirements of the business.

All employees will receive induction training. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, asbestos awareness where applicable, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed because of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out.
- work according to the contents of any training they receive.
- ask for clarification of any points they do not fully understand.
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

4.9 First Aid

Anyone requiring first aid can identify a first aider from the signs posted in every staff kitchen. The names and photographs of nearby first aiders are posted. These individuals will have a first aid kit to hand and will be able to deal with minor injuries or ill health and obtain further help if required.

The Director of Property & Community is the appointed person for first aid at the Council. They will ensure that first aid kits are checked and there is always first aid available. Each team is responsible for ensuring first aid cover at each location or event. HR team arrange first aid training.

At premises open to the public, first aid is routinely made available to members of the public requiring it. Any accidents or incidents affecting members of the public must be reported on the accident incident database in the same way as accidents to staff. The first aider or H&S safety rep for the site must initiate these reports.

All first aid given must be recorded, usually with the accident report.

4.10 Control of Contractors

Contractors carry out some of the work of the Council. This is still part of the work of the Council, and the Council can outsource the work, but not the responsibility for having it done safely. It is therefore necessary to manage contractors closely, and to ensure their competence and capability in the management of the risks of their work.

The Council will ensure that:

Pre-qualification

Contractors provide:

- Insurance
- Competence evidence
- Health and Safety Policy
- Training records
- Risk Assessments and Method Statements (RAMS)

Induction

All contractors will receive a site induction covering:

- Fire procedures
- Asbestos register
- First aid arrangements
- Restricted areas
- Emergency contacts

Permit-to-Work

Permits will be required for:

- Hot works
- Electrical isolation
- Roof access
- Confined spaces

- Excavation
- Work at height

Permit to Work forms must include:

- scope of work
- isolations
- expiry time
- named supervisor
- PPE requirements
- emergency arrangements

Monitoring

Managers will monitor contractor activities and stop unsafe work immediately.

Record Keeping

The Property & Projects Co-ordinator will hold all compliance documentation, including asbestos registers and contractor records.

Approved Contractors

The Council maintains an Approved List of contractors, and for admission to the list, the contractor must provide evidence of insurance, relevant certifications and accreditations and membership of trade bodies, and if new to the Council proportionate due diligence will be undertaken.

Contractor records must include:

- insurance expiry dates
- RAMS approval dates
- induction completion
- permit-to-work records
- monitoring/inspection outcomes

High-risk contractors must undergo enhanced checks, including competence verification and site-specific inductions.

All contractor performance issues must be reviewed to determine whether contractors remain on the Approved List.

The Approved List is held and managed by the Property and Community team. Every contractor on the list is rechecked annually. Information from any member of staff about contractor behaviour and performance can be fed back to the overarching management for adding to the Approved List.

4.11 Asbestos

There is an overall 'Asbestos Management Plan in place.

Any building for which the Council is responsible which was built or extended before 2000 must have an asbestos survey and register. This register must be made available to any contractor or other person who is planning to work on the building. The register lists the known occurrences of asbestos containing material in the building and allocates them a risk rating. The Director of Property & Community maintains the asbestos registers and is responsible for keeping them up to date with re-inspections as required. Paper copies of the registers are kept on each site and are available on the Council's General Shared One Drive. At the same time as the register is issued to those planning work on the building, they must be reminded that despite our best efforts, there is always a risk of further unidentified asbestos being present, and they must be alert to encountering it.

All contractors must sign to confirm they have read the asbestos register before work begins.

An Emergency Plan to be in place to stop works following any accidental asbestos exposure, including immediate evacuation, isolation of the area, and escalation to the Property & Projects Co-ordinator.

Asbestos registers must be reviewed annually and after any intrusive works. Refurbishment / Demolition surveys for planned works to be completed as applicable.

Any changes must be communicated to all relevant staff and contractors.

4.12 Premises Risks

The Director of Property & Community maintains a Premises Compliance Log for each site, listing all statutory inspections, servicing dates, expiry dates, and responsible officers.

Amongst those records there must be:

- A current Condition Survey for electrical wiring with a satisfactory outcome.
- A current Gas safety Inspection or Landlord's Gas Safety Record.
- A current safety inspection for any oil fired appliances.
- A legionella or water hygiene risk assessment.
- Insurance examination reports for any passenger lifts.
- A fire risk assessment and accompanying records e.g. fire alarm, emergency light & fire extinguisher servicing etc.
- Annual servicing records for internal and external shutters.

All these documents must be in date, with all recommendations complete or underway.

The log must be reviewed monthly, with overdue actions escalated to the Leadership Team.

A quarterly compliance summary will be produced for corporate oversight, highlighting risks, overdue actions, and resource requirements.

4.13 Premises Risks – Terrorism Risk Management (Martyn’s Law – Terrorism (Protection of Premises) Act 2025)

The Council recognises its duties under the Terrorism (Protection of Premises) Act 2025 (“Martyn’s Law”) and will ensure that all qualifying premises and events are assessed and managed to reduce the risk of harm from terrorist activity.

This applies to all Council-managed premises and events with a capacity of **100 or more** (Standard Duty) and **800 or more** (Enhanced Duty), including Westlands and large public events.

A Martyn’s Law Compliance Register will be kept must list:

- all qualifying premises and events
- duty level (Standard or Enhanced)
- named Responsible Person
- training completion status
- date of last terrorism risk assessment
- date of last exercise (desktop/live)

Enhanced Duty sites must complete a full Security Plan annually, including threat analysis, protective security measures, emergency procedures, and staff training.

ACT training must be completed by all public-facing staff and refreshed annually.

The Council will ensure that:

- A terrorism-specific risk assessment is completed for all qualifying premises and events.
- Staff receive appropriate training, including ACT (Action Counters Terrorism) training.
- Emergency procedures include evacuation, invacuation/lockdown, and communication with emergency services.
- Enhanced Duty premises have a designated responsible person, a written Security Plan, and regular exercises.
- All suspicious activity is reported promptly.
- Records of training, assessments, and security plans are maintained by the Director of Infrastructure.

4.14 Provision and Use of Work Equipment (PUWER)

The Council will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) to ensure that all work equipment is suitable, safe, and used only by competent persons.

Managers will ensure that:

- Equipment is selected for suitability and maintained in safe condition.
- Pre-use checks are completed where required.
- Only trained and authorised staff operate machinery or powered equipment.
- Defective equipment is taken out of service immediately.
- Inspection and maintenance records are kept.

This applies to all equipment used at work, including hand tools, power tools, gardening machinery, workshop equipment, and lifting aids.

4.15 Lifting Operations and Lifting Equipment (LOLER)

The Council will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) to ensure that lifting equipment and lifting operations are safe.

The Council will ensure that:

- All lifting equipment undergoes a **thorough examination** every 6 or 12 months as required.
- Lifting operations are planned and supervised by a competent person.
- Loads do not exceed safe working limits.
- Defective lifting equipment is removed from service immediately.
- Examination records are retained for the legally required period.

4.16 Construction, Design and Management (CDM) Regulations 2015

The Council will comply with the Construction (Design and Management) Regulations 2015 for all construction, refurbishment, demolition, and maintenance projects.

As a Client, the Council will:

- Appoint a **Principal Designer** and **Principal Contractor** where more than one contractor is involved.
- Ensure a Construction Phase Plan is in place before work begins.
- Provide pre-construction information to contractors.
- Ensure contractors are competent and adequately resourced.
- Ensure welfare facilities are provided.

Monitor the work to ensure it is carried out safely.

This applies to all building works, structural repairs, major landscaping, and demolition activities.

4.17 Display Screen Equipment (DSE)

The Council will comply with the Display Screen Equipment Regulations to protect staff from risks associated with prolonged screen use. DSE assessments must be completed on appointment, after workstation changes, and every 2 years.

The Council will ensure that:

- DSE assessments are completed for all regular users of display screens.
- Staff receive training on posture, breaks, and workstation setup.
- Eye tests are offered on request in accordance with regulations.
- Reasonable adjustments are made where required.
- Home-working and agile working setups are assessed as part of the Agile Working policy.

Employees must follow the guidance provided and report any discomfort or workstation issues.

4.18 Health Surveillance

The Council will provide health surveillance where required under the Management of Health and Safety at Work Regulations and COSHH.

Health surveillance will be provided for staff exposed to:

- Noise
- Hand-arm vibration (HAVS)
- Respiratory hazards (dust, fumes, allergens)
- Skin irritants
- Night working
- Lone working where health vulnerabilities exist

HR will coordinate health surveillance with the Occupational Health provider. Managers must identify roles requiring surveillance and ensure staff attend appointments. Records will be kept securely and confidentially.

4.19 Emergency Planning & Major Incident Response

The Council will ensure that all premises and events have plans in place to respond to major incidents beyond fire.

Major incidents include:

- Terrorist attack
- Bomb threat
- Flooding

- Severe weather
- Power failure
- Structural collapse
- Chemical spill
- Public disorder
- Medical emergencies

The Council will ensure that:

- Each premises has a Major Incident Plan.
- Staff are trained in evacuation, invacuation, and communication procedures.
- Plans link to the Somerset Local Resilience Forum.
- Annual exercises are carried out.
- Debriefs are recorded and actions implemented.

4.20 Safeguarding & Public Protection

The Council is committed to protecting children, young people, and vulnerable adults who may come into contact with Council services or premises.

The Council will ensure that:

- Safeguarding concerns are reported immediately to the designated safeguarding lead.
- DBS checks are completed where required.
- Lone working with vulnerable persons is risk-assessed and avoided where possible.
- Safeguarding is considered in all event planning.
- Staff receive safeguarding training at least every three years.

4.21 Fire and Emergencies

The manager in charge of every premises or work area must have considered the risk of fire and other emergencies. A fire evacuation plan must be in place and known to all those in the premises. This must include:

- A means of raising the alarm
- Awareness of the alarm or signal by all those present
- Guidance and equipment for fighting fire
- Instruction on calling the fire service
- Instruction on leaving the building and safe routes of escape
- An assembly point
- Looking after the public
- Consideration of those with disabilities Personal Emergency Evacuation Plan (PEEPs)

The fire evacuation plan and fire action notices should be on display. If a plan is needed for other emergencies, this may be based on the fire plan. Consider flood, bomb threat, power cut or terrorist incident.

4.22 Manual Handling

To prevent injuries and long-term ill-health from manual handling the Town Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Town Council will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

4.23 New and Expectant Mothers

The Town Council recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Town Council will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is always maintained.
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- any adverse incidents are immediately reported and investigated.
- appropriate training etc is provided where suitable alternative work is offered and accepted.
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

4.24 Outdoor and Peripatetic Working

The Town Council will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The Town Council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work.
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards.
- establish safe systems of work from the risk assessments and provide staff training and instruction in these.
- ensure suitable personal protective clothing is made available to staff either from the Town Council or from the third party in control of the site.

- ensure suitable arrangements are in place for emergencies, including adequate first aid.

Implementation

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third-party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site.
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk.
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor.
- they are familiar with the emergency arrangements and that these are in place prior to starting work.
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

4.25 Personal Protective Equipment

The Town Council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum. To effectively implement its arrangements for the use of PPE the Town Council will:

- ensure that PPE requirements are identified when carrying out risk assessments.
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary.
- carry out an assessment to identify suitable PPE.
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately.
- ensure that PPE is sourced appropriately and bears the “CE” and/or UKCA certification mark.
- ensure PPE is available to all staff who need to use it.
- provide adequate accommodation for correct storage of PPE.
- provide adequate maintenance, cleaning and repair of PPE.
- inform staff of the risks their work involves and why PPE is required.
- instruct and train staff in the safe use and maintenance of PPE.
- make arrangements for replacing worn or defective PPE.

- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

4.26 Violence & Personal Safety

The Town Council recognises that although rare, in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff.
- psychological abuse of staff.
- verbal abuse which includes shouting, swearing and gestures.
- threats against employees.

To achieve this objective, we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff.
- ensure that premises are kept secure.
- inform all employees of the procedure following a violent or challenging behaviour incident.
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations.
- support the employees involved in any incident.
- support their decisions regarding the pressing of criminal charges.
- provide any counselling or post-incident assistance required by the employees.
- keep records of all incidents of violence and aggression (as a flagged incident as accident, incident & near miss process) and review the control measures with a view to continual improvement in employee safety.

4.27 Infectious Disease Prevention & Pandemic Management

(Including but not limited to COVID 19)

The Council strongly encourages that employees follow Government and NHS advice regarding all potentially infectious diseases or matters relating to public health. The health and safety, both mental and physical, of our employees remains a priority.

This is applicable to all employees, councillors, visitors, contractors, tenants and other persons who enter premises occupied by Yeovil Town Council.

Where it is necessary, the Council will release guidance of measures by way of changes to procedures and/or working practices to prevent the spread of disease.

4.28 Alcohol and Drugs

Alcohol

Employees must not drink alcohol on the premises or the premises of its customers or clients without express permission from the Chief Executive/Town Clerk.

Any employee who is found consuming alcohol on the Council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the grounds of gross misconduct under the Council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the Council's premises is strictly forbidden and a gross misconduct offence.

Any medication prescribed by a doctor that may affect the employee's ability to perform their work, should be brought to the attention of the Chief Executive/Town Clerk.

If the Council suspects there has been a breach of this policy or that work performance or conduct has been impaired through substance abuse, the Council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

The Council reserves the right to inform the police of any suspicions it may have regarding the use of controlled drugs by its employees on the Council's premises.

4.29 Driving

Yeovil Town Council is committed to reducing the risks its staff face or creates when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned.
- not put unreasonable time constraints on travel.
- ensure those driving for business are competent and fit to do so; and
- provide any additional training that may be deemed necessary to reduce driving related occupational risks.

The Council will:

- ensure that Council vehicles are maintained to the required legal standard and ensure they are suitable for their purpose.
- provide and maintain additional tools and equipment necessary for the purposes of the journey.
- have regard to the environment; and
- provide no smoking signs for inside the vehicle.

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 Chief Executive/Town Clerk:

- 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 driver; and
- any accidents/incidents that occurred whilst driving on behalf of the Council.

Before driving, drivers must:

- have a valid licence for the vehicle they are driving.
- ensure valid insurance for business use.
- carry out a pre-use vehicle check.
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks;
- ensure sufficient rest.
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive.
- have had an eye test in the last 2 years (where appropriate) and be using any corrective appliance where necessary; and
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable laws and with consideration for the safety of passengers and other road users.
- take regular rest breaks every 2-3 hours or at first signs of tiredness.
- always remain in control of the vehicle.
- not smoke in a council vehicle; and
- never use any handheld electronic device e.g. mobile phone.

4.30 Agile Working (Including working from home)

Yeovil Town Council supports a range of different working principles related to different roles and personal working styles to facilitate flexibility. Some of the agile work methods can include home working (by exception) or working remotely (where the employee's location is not a Yeovil Town Council premises). Regardless of where they work, employee's health and safety, both mental and physical, is a priority to Yeovil Town Council. Managers and employees need to work together to ensure that those who work remotely receive the same health and safety provisions as any other employee.

Managers should ensure that:

- employees complete and regularly update the home working self-assessment checklist.
- keep in touch and have regular and meaningful one to one meetings.
- recognise and act upon the signs of stress.
- undertake the appropriate risk assessments.
- ensure that employees complete and regularly update their DSE workplace assessment.
- ensuring that any accidents or ill-health directly related to working from home arrangements are reported in the usual way.
- read the HSE guidance on protecting home workers for more information.

Employees also have a responsibility to take reasonable care of their own health and safety at work, whether that is at home or elsewhere. They should:

- keep in regular contact with their manager.
- tell their manager about any physical or mental health and safety risks or any working arrangements that may need reviewing.
- familiarise themselves with guidance from the HSE on First Aid whilst working remotely.

4.31 Extreme Weather

The Council recognises that extreme weather events are on the increase and need to be considered in terms of keeping staff and service users safe. Each site will have a detailed resilience plan in place to identify measures that need to be taken ahead, during and after an extreme weather event.

Amber alerts/warnings

Each event will be considered on a case-by-case basis. Staff should refer to resilience plans and contact their direct manager for guidance.

Red weather warnings

Each plan will set out **essential** activities and tasks which cannot cease. Consideration will be given to partially or, closing a facility in the event of a red weather warning. Staff should not attempt to travel to work unless directed by their direct manager.

In the unlikely event that staff are advised to stay at home, managers will have discretion to agree suitable alternative arrangements to work from home where possible, take time off in lieu or annual leave.

4.32 Statement on Public Safety

The Council has a duty of care not only to its own staff but also to the public who use its facilities, building and public spaces. The Council provides a range of different operations across Yeovil and is concerned to ensure that all its interactions with the public are neutral or positive for the people concerned.

The Council carries out proper risk assessments and safe practices of work at each site.

The Council follows the guidance for good practice from the Institute of Directors and the Health and Safety Executive (HSE) in order to meet its legal obligations under the Health and Safety at Work Act 1974.

The Council will:

- Provide premises for public use, which are physically safe, clean and welcoming.

These premises will be well signed, accessible, and controlled.

- Warn the public, by means of signs, of risks which are not otherwise fully apparent.
- Fit the services given to the public to the individual as far as possible.
- Treat each member of the public with respect and courtesy.
- Protect the public from risks which are under the Council's control.
- Ensure that third party providers of Council Services to the public for example Leisure facilities actively have their own site-specific health and safety practices in place.

Any accident affecting a member of the public which results or might have resulted from any action or inaction of the council is to be recorded on the accident incident database.

4.33 Equalities

In accordance with health and safety best practice, this policy and the systems it describes will be interpreted such as to meet the health and safety requirements of individuals, with due regard to their needs and vulnerabilities. This interpretation takes place at the point of use of the systems, where a manager carries out a risk assessment or applies a safe system of work to an individual.

4.34 Occupational Health

The Council accesses an Occupational Health service which includes the following.

- Pre-employment health screening
- Providing specialist guidance for managers on health conditions and absence
- Health surveillance
- Audiometric testing

4.35 Well-being

The Council will take the necessary measures to ensure that everyone is responsibly managed, encouraged to lead a healthy lifestyle and supported when things go wrong,

as well as ensuring that legal standards are met. The Council recognises that good management is important to make staff feel valued and well-informed.

Prevention

Well-being is best maintained by preventing problems occurring. Staff are encouraged to look after their physical and mental well-being, and there are policies to prevent or spot potential problems. These include:

- Eyesight tests for display screen equipment users.
- Workplace risk assessment.
- Alcohol and smoking policies; and
- Manual handling training.

Poor communication can lead to anxiety and uncertainty, and the Council is always trying to improve internal communication, to keep you well informed on issues that affect you.

Management

There are measurements in place to monitor the overall 'health' of the organisation.

The organisation is always changing. For some this brings new opportunities but for others it can be difficult and unsettling. The Leadership Team will make sure that staff are aware of what is expected from them.

The Leadership Team will help the staff feel involved and valued by:

- Holding regular performance review meetings;
- Reviewing jobs and responsibilities;
- Hold regular team meetings;
- Monitoring development and training; and
- Advising and taking appropriate action where necessary in relation to issues such as attendance, work performance, accidents at work and sickness.

Support

From time to time, staff may experience problems at work that mean you need support from the organisation. If a member of staff experiences genuine difficulty, speak with your line manager in the first instance. The Leadership Team will help find the appropriate support.

Staff must inform their line manager if they have a problem that may affect their ability to carry out their job

5. Appendices

5.1 Risk Assessment Template



Service Unit:		Activity being Assessed		Date of Assessment			
Department/Area:				Review Due Date			
Assessed By:				Reference			
Likelihood (L) X Severity (S) = Risk Rating (R)							
		Severity (S)					
		1= Minor injuries no lost time Low(negligible) (1)	2= Injuries lost time <7 days Low (2)	3= Major injury, lost time <3 months Medium-Low (3)	4= Fatality/severe injury, lost time >3 months Medium-Low (4)		
Likelihood(L)	1 = unlikely to occur	Low (2)	Medium-Low (4)	Medium-High (6)	Medium-High (8)		
	2 =Could happen	Medium-Low (3)	Medium-High(6)	Medium-High (9)	High (12)		
	3= Likely to happen in time	Medium-Low (4)	Medium-High (8)	High (12)	High (Extreme) (16)		
	4=Certain to happen						
Low 1-2	No further actions on this risk assessment are needed, but the controls in place must be monitored to ensure they are being implemented & remain suitable						
Medium-Low 3-4	Further controls should be identified & implemented as soon as is practicable, current controls must be monitored to ensure they are being implemented & remain suitable						
Medium-High 6-9	Further controls must be identified & implemented without delay, the controls in place must be monitored to ensure they are being implemented & remain suitable						
High 12-16	The activity must not proceed until further controls have been identified and the risk rating reduced to an acceptable level						
Hazards	Who might be harmed?	How might people be harmed?	Existing Control Measures in Place	Risk level achieved L S R	Additional Controls necessary to reduce the likelihood or severity L S R	Revised Risk level with additional controls applied L S R	Are there any further controls which could be applied in the future?

5.2 Health & Safety Working Group – DRAFT Terms of Reference

Purpose: The purpose of the Health and Safety Working Group (H&SWG) is to support the development and assure delivery of Yeovil Town Council's H&S Policy at the operational level. The group will:

- Implement H&S processes, procedures and arrangements
- promote a positive H&S culture throughout Yeovil Town Council
- consult and represent the Yeovil Town Council workforce on H&S matters, cascade and communicate decisions

Scope and Outputs: The H&SWG will:

- review reports of accidents, incidents and near misses, the lessons learned from them and appropriate action
- identify training requirements for staff, schedule and request funding for training
- ensure that safe systems of work are reviewed and updated

- review the Health and Safety Policy (at least) annually to ensure it remains fit for purpose
- carry out specific projects as requested by the Health and Safety Steering Group (H&SSG) and also make requests of them
- develop a work plan to be reported to the H&SSG quarterly and Executive annually or as required. The plan to be realistic, achievable and focussed on delivering the organisations key priorities and strategies.

Membership

Director of Property & Community

Westlands Entertainment Centre representative/s

Yeovil Recreation Centre representative/s

Town House representative/s

Ninesprings representatives/s

Provision for Unison representative H&S rep. Not applicable currently.

Provision for GMB representative H&S rep. Not applicable currently

Quorum. The H&SWG will be quorate with the chair or a nominated stand-in and:

- One trades union representative - if applicable
- One from each of the 4 Directorates
- At least four others

Frequency of Meetings. Routine meetings of the H&SWG will be every 12 weeks, with extraordinary meetings convened as required by the Chair.

Reports to:

- Leadership Team
- Executive

5.3 Key Performance Indicators

Category	Measure	Description	Reason	Source	Target	Frequency
Safety Provision	Accidents to staff where injury has occurred	Number of accidents reported. RIDDOR reportable Type Service Area Location	Legal requirement to record type and report RIDDOR	H & S Accident, Incident & Near Miss Spreadsheet	% reduction in accidents	Qtly to WG & Leadership Team

	Near Miss	Number reported Type Service Area Location	Analysis will help to identify areas of improvement	H & S Accident, Incident & Near Miss Spreadsheet	Comparison with previous years	Qtly to WG & Leadership Team
	Risk Assessments				No annual reviews outstanding	
Place of work	Inspections	Number of inspections carried out on plant, machinery, property compliance etc.	Legal Requirement	Service area records	100% completed None overdue.	Varies depending on service area, building, type of machinery etc.
Info, Instruction & Training	Training courses completed	Courses (practical and e-learning) completed.	Legal requirements No. Qualified first aiders, service specific such as food hygiene & working at Heights etc.	HR or service? records??	All staff to undertake relevant training related to legal requirements and good practice in service areas.	Annual – Clear link to appraisals/staff development policy.
Welfare	Incidence of violence or aggression towards staff.	Amount reported Type Service Area	Analysis will help identify improvements and preventable action	H & S Accident, Incident & Near Miss Spreadsheet	%reduction on previous year.	Qtly in line with WG and Leadership reports

