Polegate Town Council

HEALTH AND SAFETY POLICY

Policy Number 43		
Issue No.	**Date completed**	**Details of amendments**
1	23/02/2015	Adopted
2	23/05/2016	Adopted at Annual Stat meeting
3	22/05/2017	Adopted at Annual Stat meeting
4	20/05/2019	Adopted at Annual Stat meeting
5	2020-2025	Adopted at Annual Stat meeting
6	11/05/2026	Adopted at Annual Stat meeting

1. General Statement of Policy

1.1 Polegate Town Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by its activities, including contractors, visitors and the public

1.2 The Council will take all reasonable steps to meet its statutory responsibilities and maintain high standards of health and safety management. The policy will be reviewed annually, with risk assessments forming part of that review.

1.3 Employees have a legal responsibility to take reasonable care of their own health and safety and that of others, and to co-operate with the council in meeting statutory obligations.

2. Responsibilities

2.1 Overall Responsibility

The Town Council hold ultimate responsibility for health and safety and overall policy implementation. The Town Clerk holds day-to-day responsibility for ensuring the policy is implemented across all Council premises.

2.2 Management Responsibilities

Managers must ensure:

- Safe conditions are maintained
- Equipment, substances and PPE are safe, suitable and regularly serviced.
- Employees and visitors understand safety procedures.
- Adequate information, instruction, training and supervision are provided
- Inspections are carried out
- Accidents and near misses are investigated promptly
- Safe access and egress are maintained
- COSHH, manual handling, VDU requirements, lone working rules and emergency procedures.

The Town Clerk and Maintenance staff hold defined responsibilities for the buildings, parks, garage/store, pavilion and play areas.

2.3 Employee Responsibilities

Employees must:

- Work Safely and follow training
- Report hazards and defects promptly
- Not misuse or interfere with safety equipment
- Wear and maintain appropriate PPE

- Follow lone-working requirements
- Only undertake tasks they are trained for and authorised to do

2.4 Competent Persons

The Council designates:

- Town Clerk – Health and Safety Lead
- Maintenance Person – Operational Health and Safety support and first aider
- Office staff – Office safety arrangements

Specialist contractors will be engaged for fire alarm systems, electrical works, grounds machinery, tree safety, and other technical areas.

3. Health and Safety Management Arrangements

3.1 Overview

The arrangements describe how health and safety is managed in practice across all Council sites including the Council offices, Garage/Store, Pavilion, parks and play areas, and skate parks.

3.2 Health and Safety Management System

Polegate Town Council will:

- Maintain a Health and Safety Management System
- Conduct and regularly review risk assessments
- Provide initial and refresher training
- Maintain equipment, PPE and fire systems
- Communicate safety information to staff
- Promote hazard reporting
- Monitor performance and implement improvements

3.3 Communication and Consultation

- Daily communication occurs between staff and the Town Clerk
- Safety information and notices are displayed
- Staff can raise concerns at any time without fear of reprisal
- Significant updates are communicated promptly

3.4 Monitoring and Review

The Council will:

- Review the policy annually
- Analyse accident and near-miss trends
- Carry out workplace inspections
- Review risk assessments
- Evaluate training effectiveness

3.5 Continuous Improvement

The council supports continual improvement through:

- Learning from incidents and near misses

- Updating procedures following operational changes
- Seeking competent external advice where required
- Internal training where required

4. Specific Procedures

4.1 First Aid

The Council will maintain an adequate number of trained first aid personnel.

First aid boxes are located at:

- Main Office – Kitchen
- Council Chamber
- 51 High Street
- Wannock Office – Kitchen
- Wannock Pavilion
- Wannock Workshop
- Events
- 2 roaming kits

  Responsible persons are allocated for each box.

4.2 Emergency Procedures

Emergency Procedure ensure early warning of danger and safe evacuation.

Fire marshals will be appointed and trained.

4.3 Fire Safety

- Fire extinguishers visually inspected monthly and serviced annually
- Smoke detectors installed in all rooms and checked every 6 months
- Fire alarms tested week; bi-annual drills recorded
- Fire exits must remain unobstructed
- Evacuation notices must be displayed

4.4 Health Surveillance

Where required by legislation or where beneficial, health surveillance will be provided and records held securely.

4.5 Training

Training needs will be regularly assessed.

All employees will receive adequate training to perform their duties safely.

4.6 Offices

Includes temperature control, PAT testing, safe furniture and equipment use and storage

4.7 Ground and Buildings Maintenance

Includes machinery safety, fuel storage, COSHH, PPE, ladder safety, quarterly path inspections and boundary inspections.

4.8 Caretaking and Cleaning

Includes proper handling of chemicals, COSHH sheet requirements, spill prevention, avoidance of manual lifting of heavy items and safe use of tools.

4.9 Lifting and Manual Handling

Lifting must be minimised; loads must be appropriate for the individual; PPE must be used where necessary; assistance must be sought for heavy items.

4.10 Lone Working

Risk assessment, communication requirements (radio/mobiles), panic alarms for office staff, rules for cleaners after hours, and procedures for callouts.

4.11 Visual Display Equipment (VDE)

The council will assess workstations, provide appropriate furniture and lighting, ensure breaks, provide eyesight tests and offer training on ergonomic good practice.

4.12 Contractors

Contractors must provide their own Health and Safety policy, risk assessments (and method statements where appropriate), proof of insurance (£5 million minimum), evidence of qualifications (e.g. NICEIC for electricians), and compliance with statutory regulations. Their work will be monitored.

5. **Accident Reporting**

All accidents and near misses must be reported to the Town Clerk and recorded in the Accident Record Book kept in the Council Office.

6. **Smoking**

Smoking is prohibited in all Council buildings and premises.

7. **Policy Monitoring and Review**

The policy will be monitored to ensure objectives are achieved and reviewed annually or following significant change.

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate **Clerk/Proper Office/RFO**

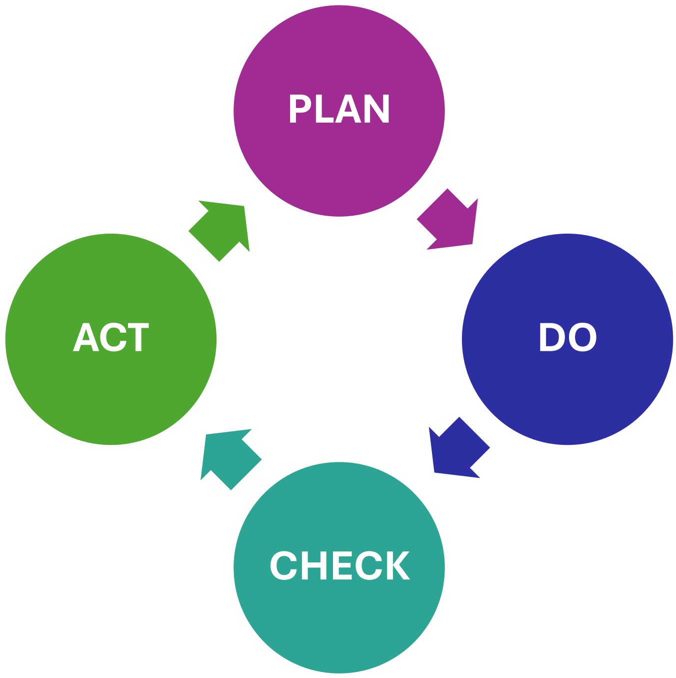
Health & Safety Management System

Date of implementation	Author
(new live document) 4th February 2019	J Ognjanovic
Version 2 4/2/19	J Ognjanovic
Version 3 22/3/19	J Ognjanovic
Updated v3 25/3/19	J Ognjanovic
Updated v4 6/5/2021	J Ognjanovic
Updated v5 10/1/2022	J Tricker
Updated v6 10/1/2023	J Tricker
Updated v7 9/2/26	J Tricker

This is a open document and will be updated regularly.

Polegate Town Council is a small lower tier local authority which provides services to the public, provides allotments, parks and some street furniture. Occasionally hosting events on Town Council land and hiring out rooms and land. The Town Council currently has 7 staff (4 office 3 manual). Key policies are reviewed each year at the Annual Statutory Meeting and during the year as required.

Polegate Town Council takes Health and Safety seriously and looks after its employees. This is done through the Health and Safety policy and other staffing policies approved by the Town Council. The Town Council also take its responsibility to the public very seriously. The Health and Safety Plan is detailed in sections below. Each will state what we do now and how we will improve in the future using the plan, do, check, act cycle. (Following HSG65)



Each Health and Safety topic will be described briefly below in what is done now and what is required for the next year and a 5-year period.

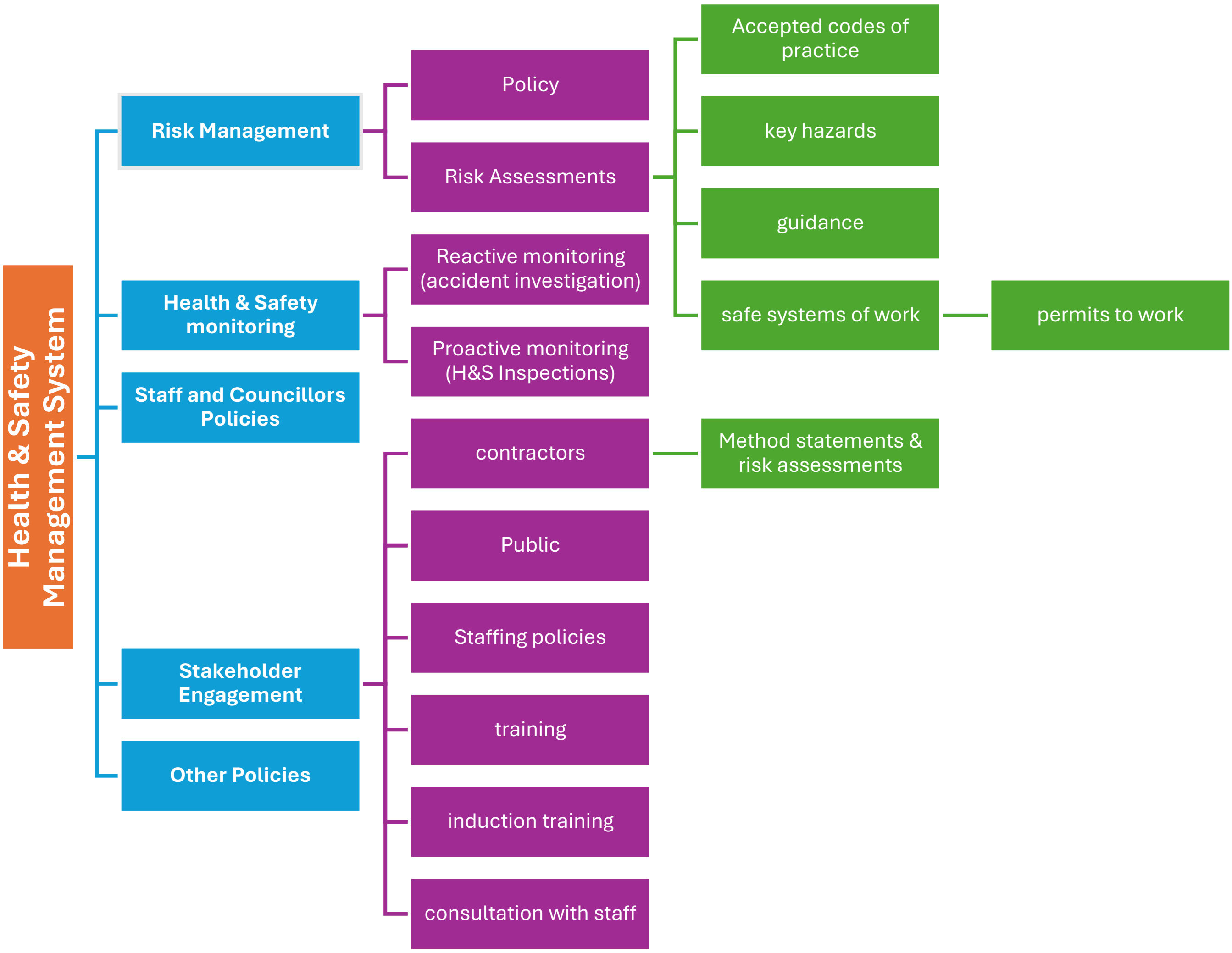
A task list in outlook has been created to provide calendar scheduling and task allocation. Tasks will be prioritised Green Amber Red (Low, Medium High respectively) and the tasks delegated accordingly. Once completed they will be struck through/ticked off.

An investigation into project management system may be considered for the longer term – currently using outlook to monitor. Implemented.

The Council also has a top-level risk register which may include Health & Safety along with other risks the council may face.

As we review each document staff are involved and included in the creation of the risk assessments and development of Health & Safety Plans.

This is a live working document, and versions will be recorded as the plan/system is developed and amended.



Note to self when new H&S policy with management system completed and adopted, improvement changes can be put on as tasks on the management system.

Note to self - Insurers have their own toolkit, Zurich toolkit and training for H&S.

Plan:

Hazard Categories (at least 22 see below)

Category	Review priority	Brief note on what we do now	How we will improve and the schedule of improvement and or review.
Aggression bullying and harassment	**M**	We have a policy in place. Security arrangements (physical). Document of dates of incidents.	Staff training undertaken. CCTV installed.
Asbestos	**L**	Asbestos register in place and condition survey and records kept up to date. All staff aware asbestos details should be given out to all contractors	Monitor yearly for changes and give to contractors working on site and keep records. Report given to contractors prior to work.
Allotments	**H**	Basic visual risk assessment (and condition of plots) carried out on regular basis but not documented.	Risk assess and make safe all high-risk items and schedule in elimination or reduction for residual risks. Reporting structure forms and procedures for checks. Plot map to be formalised and used as assessment. Plots should be well laid out and labelled at each corner to easily identify plot numbers.
Hazardous substances including chemicals	**L**	COSHH records are kept up to date. Purchase products are covered.	Unforeseen contact with unknown products needs further consideration. Develop COSHH procedures for biohazards (dog waste, human waste/fluids) Ensure Maintenance person, litter picker and staff also trained in COSHH and basic risk assessments.
Confined spaces	**L**		Develop a written safe system of work and sites that might have this
Defibrillators	**M**	**Used by first responders public and ambulance service. Registered on the**	Checked by Inspector and other trained staff. Form updated and the circuit updated.

		circuit with details and reminders	
Drugs and alcohol	**L**		Procedure for staff and at events/meetings
Electricity	**L**	Electrical testing periodically, PAT tests schedule in annually or every two years, signage on cupboards etc, RCD on lamp columns periodically/annually?	Christmas Lights RCD tests to do each year before installing lights. ESCC highways (Balfour Beatty) now doing this. All others completed, schedule in H&S diary.
Entrance and exit	**L**	Salt spreader for staff to avoid injury in the snow. Slope.	Risk assess the slope and document.
Events	**L**		Create a policy/procedure for each event and risk assessment. (being completed each time)
Fire	**L**	Risk assessments carried out each year. Weekly alarm tests recorded in fire logbook. Annual check of fire equipment (contractor). Fire detecting systems checked annually. Fire Marshall training already completed.	Revised staff handbook to include fire marshalling awareness. Revised risk assessment for Wannock and office, and paperwork in folder for inspections when required. Bright safe carried out risk assessment 2025. Ongoing awareness of risks. *Door seals redone. Signs on doors for exit maps. New signs for door from office to hallways 2025. 25/26*
First Aid	**L**	Staff trained, kits checks frequently.	Review periodically and at least annually, Schedule in. Sticker for box to say when last checked replenished. Boxes checked monthly
Housekeeping	**L**		Risk assess
Legionnaires	**M**	Water checks carried out annually action is taken accordingly.	Quotes from contractors for schematic diagram/assessment. Checks carried out annually.
Lighting	**L**	New window approved for clerk's office, new office plans. Lighting all ok.	Risk assess, document. Lighting swapped to LED where possible as units fail.

Machinery and equipment	**M**		Risk assess with maintenance person from asset register and his tools.
Manual Handling	**L**	Some staff trained.	Train all staff and keep records.
Noise	**L**		Risk assess as required
Parks	**H/M**	All parks checked Mon to Friday visual. Monthly visual/operational by external. Annual ROPSA check. Maintenance person booking onto ROSPA version of visual operational course. Clerk trained in IOSH managing safely.	Quarterly check by clerk and maintenance person to be scheduled in. This is to include hedges fences and other items and areas. Visual checks M-F staff, ID Verde when staff not present; monthly by external contractor; annually by rospa annual contractor staff rospa trained where possible.
Public meetings	**M**	Vexatious resident who assaulted Cllr banned from council grounds and meetings.	Risk assess larger public meetings and ongoing for regular meetings
Radiation	**L**		Risk assess what items may be affected and how these may affect staff.
Slip, trips and falls	**M**	Proactive monitoring of environment	Proactive monitoring of environment needs recording procedure developed. Written winter management plan to be developed. (with map)
Stress	**H**	All staff have been trained in stress awareness. Workloads are monitored. Policy in place. Personnel and Mayor informed of any issues and action taken accordingly. Appraisal systems in place and open-door policy.	Carry out a stress audit. HSE. See HSE stress audit tool. **Carried out periodically along with training, advice and support 2019-2026**
Street furniture (lights, Christmas lights, benches and notice boards)	**L**	Benches are maintained under a schedule of repair. Seasonal lighting is undertaken by a contractor. Streetlights are undertaken by a contractor.	*Seasonal lighting RCD testing awaiting final reports.* *Noticeboard being replaced Wannock.* *Flagpole repairs carried out 2025/26. New flagpole resolved and PO to be issued 2026/27*

		Contractor ensures that unsafe columns are made safe immediately. Noticeboards, defects are reported to the office, removed and replacement where possible.	
Trees	**L**	Tree audit carried out. Annual inspections of areas of concern by contractor. Annual inspection by qualified staff carried out. Proactive monitoring of trees following stormy conditions is in place and noted on inspection sheets. All trees assessed now with tree audit. Add new trees.	*Annual scheduling of tree audits, special annual inspections, schedule and plan works as per urgency. Works being carried out on insurance claims where advised.*
Vibration	**L**		*Risk assessment with maintenance person on their return*
Welfare facilities	**L**		*Risk assess and document*
Work equipment (including software, ergonomics)	**M**		All staff trained in work desk assessments
Work temperature	**L**	Within tolerances at all times as we have extra heaters and air conditioning units. Units are maintained one per year and also in compliance with the EU regs.	Awaiting planning permission to replace faulty units. Staff allowed to work at home if required and temperatures are extreme. Risk assess and document
Work at height	**M**	Maintenance person and litter picker trained. Other office staff and manual staff to be trained in case of use of step ladder/foot stool/step.	Check training records for dates of renewal. Other office staff to complete the online training and will be assessed as part of their appraisals.

Workplace transport	**M**	All staff have work insurance for their cars and have shown documentation.	Add review as part of appraisal to produce evidence of business insurance and eligibility to drive etc.
Procurement	**M**	Governance used at present alongside financial regs.	Staff advised about new procurement act and procedures.
Staff training (inductions and competencies)	**H**	Staff induction. Appraisals identify training needs. Clerk identifies future training needs at 1-2-1s held regularly.	Staff induction develop written procedure. At appraisals identify training needs. Ensure resources in place to enable training needs to be completed.
Consultation processes	**L**		Ensure any new surveys do not gather personal data unless privacy notice issued or referred to. Old surveys being redacted and destroyed where no longer appropriate/ relevant.

Current risk controls (review date if required)
Training required (date required)
Further action (date if required)

DO

Following the identification of key areas for Health and safety management the Council will systematically review the following categories. The document review will identify if current controls are suitable and sufficient or need further action/development. Where this is necessary, task will be scheduled and distributed using Microsoft outlook.

Schedule of document review for 2019 including risk assessments and subsequent work in the following quarters.

QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
To be reviewed: • Risk assess and make safe all high-	• Risk assess with maintenance person from asset register	• Asbestos - Monitor yearly for changes and give to contractors working on site.	

risk items and schedule in elimination or reduction for residual risks. • Reporting structure forms and procedures for checks. Plot map to be formalised and used as assessment. Plots to be well laid out and labelled at each corner to easily identify plot numbers. • Carry out periodic stress audits. • At appraisals or 1-2-1s identify training needs. • Ensure resources in place to enable training needs to be completed.	and his tools on his return. • Quarterly check by clerk and Inspector / Litter picker to be scheduled in. This is to include hedges fences and other items and areas. • Entrance/Exit - Proactive monitoring of environment needs recording procedure developed. Written winter management plan to be developed. (with map) • Add review as part of appraisal to produce evidence of business use car insurance and eligibility to drive etc.	• Hazardous substances including COSHH – New products and checks for disposal or out of date or finished products. • Develop COSHH procedures for biohazards (dog waste, human waste/fluids) • Confined spaces - Develop a written safe system of work • Electricity – All scheduled works to be initiated • First Aid - Review periodically and at least annually, Schedule in. Sticker for box to say when last checked replenished. • Legionnaires – post Wannock refurb works. Reassess. • Noise - Risk assess where necessary • Radiation - Risk assess what items may be affected and how these may affect staff. • Trees - Annual scheduling of tree audits, special annual inspections, schedule and plan works as per urgency. • Vibration - Risk assessment with maintenance person on his return • Welfare – re asses risk • Work temperature – Re assess after planning permission and new units installed.	

Legal requirements

- The council keeps up to date with current legislation using the following:
- Charles Arnold Baker publications
- NALC
- ESALC
- SLCC
- Clerks Networking (District wide)
- Clerks forums (UK wide)
- Legislation.gov.uk (new and old legislation)
- NACO
- Clerk magazine
- Insurers
- HSE
- IOSH
- RoSPA
- Other research

Resources
The management system identifies where resources are required. These have to be agreed by council if outside of the scheme of delegation to the clerk or the budget. Change is managed as required.
Procurement – where resources are required, the council has financial regulations and Governance which incorporate Health and safety decisions. (e.g. a contractor with risk assessments, method statements and insurance cover may be selected over a lower quote under best value).

Emergency response/resilience – Polegate Town Council will work with all other agencies (such as category 3 and above). Health and safety will be incorporated in all response situations.

Stakeholders

Our stakeholders groups include, but are not limited to the following:

Check

The Town Council monitors its health and safety performance on an ongoing day to day basis and at least annually.

Health & safety monitoring processes are varied and include the use of leading and lagging indicators. These are analysed and improvements to the current system are made as a result.

Lagging indicators include accident and ill health data, damage to property, incidents of violence and aggression.

Leading indicators would include health and safety inspections and statutory checks (e.g. play equipment) and also consultation with various stakeholder groups to listen and act on observations that may be passed to the council.

Leading indicators	**Lagging indicators**
Accident reports	
Park checks (internal and external)	Accident investigations (root cause analysis)
Consultation with other clerks	RIDDOR reports
Consultation with other authorities	Ill health data
Staff briefings and meetings	Accident trend data analysis
Maintenance records	Maintenance records
Timesheets	Vandalism reports
Fire logs, Asbestos register, PAT tests, Electrical test	Information from research and advice
Periodical allotment inspection	
Tree audits	
Tree surveys	
Asset management	
Street lighting test reports	
Cleaning reports and inspections (public toilets and offices)	

Act

Every year this health and safety management plan will be reviewed and discussed with Council where appropriate. (It will usually be shared with the Buildings and Land working group and/or full council as appropriate for information).

Where actions are not completed these will be reviewed and passed into the next period (annual cycle of quarters) as appropriate. (This is a rolling plan).

In addition to internal review, external audits are also carried out on both key subject areas as appropriate. E.g. RoSPA annual checks, park checks by external contractors, advice from external Health & Safety advisors. We enlist the assistance, guidance and advice of external competencies as required. We benchmark against other public sector authorities.

Following the distribution of improvements Microsoft outlook will record when those takes have been completed or if they have to be deferred. (e.g. lack of resources)

Task Scheduler[1]			
	Training clerk on Aggression, Bullying and Harassment	Training staff on Aggression, Bullying and Harassment	Install CCTV in hallway

[1] To be input into outlook