



STEYNING TOWN COUNCIL

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy, and the way in which it has operated will be reviewed every year by the Full Council.
- 1.4 Although risk assessment is a continuing process, it shall form part of the Council's annual review.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Steyning Town Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Clerk will be responsible as his/her designated duties.

2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Deputy Clerk	Steyning Centre	
Caretaker	MPF Changing Rooms	

2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.

2.6 The Accident Record Book is kept in the Steyning Centre Office.

3. FIRST AID

3.1 First Aid boxes are located as follows:

Box 1: The Steyning Centre Office

3.2 Appointed persons responsible for boxes are:

Box 1: The Deputy Clerk

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected monthly in the Steyning Centre by the Deputy Clerk. Fire extinguishers shall be maintained annually.

4.2 The fire alarm system at the Steyning Centre shall be tested monthly by the Deputy Clerk. A fire drill shall be held annually at the Steyning Centre. Annual electrical certificates shall be obtained on all Council occupied premises.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

5.1 The Town Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached.

7. SPECIFIC POLICIES / RISK ASSESSMENTS

Policies for particular premises and activities are attached as Annexes as follows:-

1. Use of the Steyning Centre and Offices
2. Use of MPF and changing rooms
3. Use of the allotments
4. Use of the public toilets and bus shelter.
5. Caretaking and Cleaning – staff are provided with the following:

- 5.1 HSE Manual Handling at Work Guidance
- 5.2 HSE Working at Height Guidance
- 5.3 HSE Safe use of Ladders and Stepladders Guidance
- 5.4 HSE Preventing Slips and Trips at Work Guidance
- 5.5 HSE COSHH Guidance – Storing Chemical Products (small scale)
- 5.6 HSE COSHH Guidance - Manual Cleaning and Disinfecting Surfaces.
- 5.7 A Caretakers Products COSHH Guide is held in the office.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Deputy Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed anywhere in the Steyning Centre, its offices or any other premises owned and managed by Steyning Town Council.

OFFICES

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends. All equipment used in the Steyning Centre should be PAT tested.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length. All temporary extension leads must be secured to the floor with the appropriate hazard tape.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.

- b) Emergency exits, corridors, landings and staircases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Wastepaper bins must be of Fire-resistant construction and be emptied each day.
- e) In the case of a fire emergency and the evacuation of the building, the meeting point will be the Fletchers Croft car park.

GROUNDS MAINTENANCE

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

ROOM HIRERS

All persons hiring rooms must be given a copy of the Health & Safety Policy and must sign a copy to confirm that they understand and will comply with the policy. The signed copy will be retained by the Clerk

It is the responsibility of hiring the room to ensure that they acquaint all the users of the room with the exits and meeting point in case of an emergency.

It is the responsibility of the person hiring the room to ensure that all users have exited the room safely during an emergency and are accounted for.

Agreed and adopted by Steyning Town Council 18th May 2026