WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

HEALTH AND SAFETY POLICY

1. INTRODUCTION

Whitehill Town Council (WTC) is committed to ensuring the health, safety and welfare of its employees, councillors, volunteers, contractors, and members of the public who may be affected by its activities. WTC aims to maintain a safe working environment and promote a culture of safety across all operations. WTC will comply with the requirements of the Management of Health and Safety at Work Regulations 1999 and other regulations that apply to WTC work activities.

2. DECLARATION

WTC recognises and accepts its responsibilities under the Health and Safety Act 1974:

- Provide, manage and maintain safe and healthy workplaces, grounds and properties.
- Provide adequate and appropriate facilities and arrangements for welfare, health and wellbeing at work.
- Provide, manage and maintain plant and equipment and safe systems of work.
- Ensure safe access to and from workplaces, grounds and properties.
- Work to prevent accidents and work-related illness.
- Identify hazards and conduct formal risk assessments to minimise the risk for all activities of WTC.
- Ensure that control measures and emergency procedures are in place, effective, safely used, monitored and maintained.
- Provide the information, instruction, training and supervision required at all levels to ensure that staff and volunteers are competent to supervise or undertake their duties, aware of any related hazards and the measures to be taken to protect against them.
- Keep up to date with best practice in relation to health and safety, comply with all relevant legislation and authoritative guidance.
- Monitor the safety and performance of contractors who work for WTC.

WTC expects employees, councillors, volunteers, and contractors who work at or on behalf of WTC to share this commitment by complying with WTC policies and procedures, to understand that they too have a legal and moral obligation to themselves and to one another.

3. GENERAL HEALTH AND SAFETY

Copies of this policy will be available to all WTC employees, councillors, volunteers, contractors and other interested parties.
All employees have a responsibility to co-operate with the management to achieve a healthy and safe workplace.

WTC has the ultimate responsibility for health and safety but discharge this responsibility through the management team down to individual employees.

4. HEALTH AND SAFETY RESPONSIBILITIES

4.1 WTC RESPONSIBILITIES

WTC will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the organisation.
- All their decisions reflect their health and safety intentions.
- Adequate resources such as training, PPE and adequate well-maintained tools are made available for the implementation of health and safety.
- They will promote the active participation of workers in improving health and safety performance.

WTC will strive to maintain compliance in health and safety matters in this respect, employees and others

are encouraged to co-operate with WTC in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory.

4.2 WTC RESPONSIBILITIES

WTC will have at least a basic knowledge and understanding of the Health and Safety at Work Act 1974 and its associated Regulations and Approved Codes of Practice. It will be the responsibility of WTC to keep all employees, contractors and volunteers advised as to their responsibilities in respect of health and safety matters.
In order to protect the safety and health of employees, councillors, volunteers and others affected by WTC operations, WTC will:

- Take reasonable steps to familiarise themselves with the hazards and risks associated with WTC activities and with the precautions which need to be taken to eliminate or control those risks.
- Establish procedures to deal with any emergencies.
- Ensure that employees and volunteers receive sufficient training and information so that they can perform their duties, safely and competently.
- Ensure adequate funds and facilities are available for this purpose.
- Before entrusting work tasks to employees and volunteers, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are conducted on any hazardous activity.
- Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees, volunteers and others working on behalf of WTC.
- Recommend any changes, developments and amendments to the policy, when there is a change in circumstances in work practice or the introduction of new legislation.
- Ensure that all employees and volunteers fulfill the health and safety responsibilities allocated to them.
- Ensure the safety performance is monitored and take action to remedy any identified deficiencies and ensure follow-up action is taken as needed.
- Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- Ensure sufficient records are kept.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Ensure that all necessary PPE (Personal Protective Equipment) is provided to employees, volunteers and that instruction is given on its use.
- Ensure that adequate insurance cover is provided. WTC holds a full insurance policy covering all aspects including public and employers liability cover (£10,000,000).
- Inform the Health and Safety Executive of all notifiable accidents.
- Arrange appropriate training for all employees and volunteers.
- Maintain a training record for all employees.

4.3 EMPLOYEES RESPONSIBILITIES

All employees must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe the safety rules.

- Comply with all WTC Health and Safety documentation.
- Dress sensibly and safely for their working environment or occupation.
- Conduct themselves in an orderly manner in the workplace.
- Use all safety equipment and/or protective clothing as directed.
- Avoid any deviation from normal procedure which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to the management.
- Report any safety hazard or malfunction of any item of plant or equipment to their line manager.
- Report all accidents to the management whether an injury is sustained or not.
- Attend as requested any health and safety training course.
- Observe all laid down procedures for processes, materials and substances used.

4.4 CONTRACTORS AND VISITORS

When WTC engages contractors and sub-contractors, they must maintain effective control of themselves and those working under them, so at to ensure that they comply with their responsibilities and duties under the Health and Safety at Work Act 1974. WTC shall ensure that those not in employment of WTC, including the general public, are not exposed to risks to their safety of health when on WTC premises, or in the vicinity of other WTC activities. Additional safety precautions will be taken when work is taking place such as sectioning off areas where work is taking place by WTC staff to ensure that the risk is minimised.

5. HEALTH AND SAFETY RULES

These rules are prepared in accordance with legal requirements. Failure to observe these rules could be considered a breach of the contract of employment and will result in disciplinary action being taken. Employees are reminded that a breach of health and safety legislation by an employee could be a criminal offence.

5.1 GENERAL

- It is the duty of all employees to cooperate with WTC in fulfilling the legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interest of health, safety or welfare.
- Employees are required to notify management of any unsafe activity, item or situation.

5.2 WORKING PRACTICES

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guards.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or conduct maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids, etc., in accordance with all written instructions, training and COSHH hazard sheets.
- Smoking is prohibited throughout the entire workplace including WTC vehicles.
- Use the correct tool for the correct job to prevent accidents and adhere to safe efficient work practices. All equipment must be used only for its intended purpose and maintained in good condition.

5.3 HAZARD/WARNING SIGNS AND NOTICES

- Employees must comply with all hazard/warning signs and notices displayed on premises.

5.4 WORKING CONDITIONS/ENVIRONMENT

- Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
- Employees must keep work areas clear in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.
- Employees must make sure that they are appropriately dressed for the weather.
- Employees should make use of sunscreen and stay properly hydrated in warm weather.
- Employees should consider having hot drinks in cold weather.
- WTC sometimes requires its employees to work from home; employees must adhere to the Working from Home Policy. The policy is available at the link below:
  Work from Home Policy

5.5 PROTECTIVE CLOTHING

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the appropriate manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to WTC.

5.6 FIRE PRECAUTIONS

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to the management.
- Employees must adhere to the fire drills that take place at the WTC offices, assembling at the designated point.

5.7 ACCIDENTS

- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book. The accident book is held in the WTC offices. Management is to be notified.
- Employees must notify the management of any incident in which damage is caused to property.

5.8 HEALTH

- Employees must report to the Town Clerk any medical condition or medication which could affect the safety of themselves or others.

- Employees must co-operate with the Town Clerk on the implementation of the medical and occupational health provisions.

5.9 WTC TRANSPORT

- Employees must conduct any prescribed check of WTC vehicles prior to use.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles if their ability to do so is impaired. This includes situations where impairment arises from a medical condition, illness, or the influence of drugs or alcohol.

6.0 DISPLAY SCREEN EQUIPMENT

- A display screen equipment check is to be conducted annually or when any changes are made to your seating position, monitors etc.
- Key areas assessed are workstation setup, screen, keyboard, mouse, environment, breaks and posture.
- If you work from home at any time, then an annual check is also to be conducted for your work area.
- A display screen equipment checklist is available at **Annex A.**

6.1 RISK ASSESSMENT

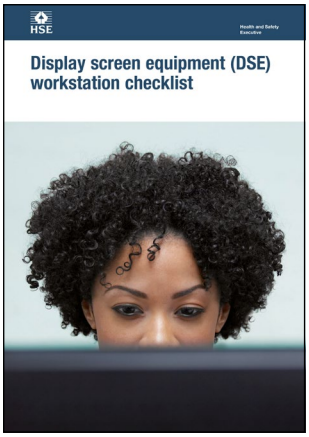
- A risk assessment is a structured process that helps employers identify potential hazards in the workplace. This will evaluate the likelihood and severity of harm enabling control measures to be brought in to reduce and eliminate risk.
- Key components making up a risk assessment are: Hazard identification, Risk Evaluation, Control Measures, Documentation and Reviews and Update.
- Risk assessments should be reviewed annually or upon any changes to the task or equipment.
- A WTC blank risk assessment template is available at **Annex B.**

6.2 PERSONAL PROTECTION EQUIPMENT (PPE)

- PPE is a legal requirement under health and safety legislation and must be worn when conducting tasks that require PPE. This could be something as simple as protective gloves when collecting litter.
- PPE helps safeguard WTC employees from things that could hurt them, like sharp objects, chemicals, germs and operating machinery whilst conducting tasks.
- Different jobs require different PPE, like high-visibility clothing for outdoor workers, gloves for handling waste, respiratory protection in dusty environments, face shields and hearing protection whilst operating garden machinery.
- Regular checks and maintenance should take place of PPE. It must be inspected regularly for damage or wear and replaced when necessary to maintain effectiveness.
- Employees will receive training on how to use, store, and maintain PPE, along with an understanding of when and why it is needed.
- A PPE checklist is available at **Annex C.**

6.3 WTC AMENITY INSPECTIONS

- WTC ground staff will conduct regular inspections of all playpark and associated equipment, including daily visual checks for obvious hazards, weekly operational assessments, and a comprehensive annual inspection conducted by an externally qualified professional.
- Inspection findings must be documented, with any defects or hazards reported immediately and addressed promptly to ensure the safety of all users. If an item of playpark equipment is defective, then it is to be **decommissioned** immediately so that no member of the public can injure themselves whilst using it. It must not be put back in use until all repairs are complete and it is safe to use. An example playpark inspection sheet is at **Annex D**.



This is a web-friendly version of *Display Screen Equipment (DSE) Workstation Checklist* Published 05/13.

Workstation location and number (if applicable):	.....
User:	.....
Checklist completed by:	.....
Assessment checked by:	.....
Any further action needed:	Yes/No
Follow-up action completed on:	.....

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

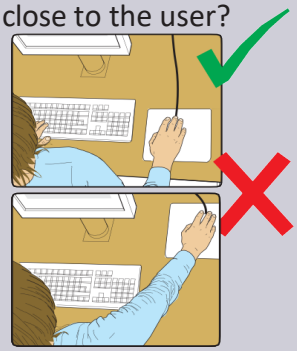
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', e.g. on reflections on the screen, or the user's comfort, until the workstation has been installed. This will be covered in the risk assessment you do once the workstation is installed.

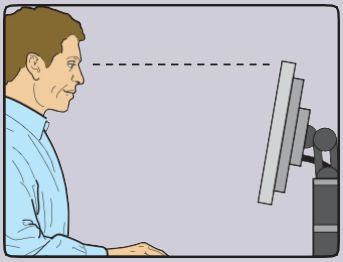
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the Action to Take column. Assessors should check later that actions have been taken and have resolved the problem.

Remember, the checklist only covers the workstation and work environment. You also need to ensure that risks from other aspects of the work are avoided, e.g. by giving users health and safety training, and providing for breaks or changes of activity. For more advice on this see: *Working with Display Screen Equipment (DSE), A Brief Guide.*

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ overstretching the fingers.	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: ■ prevent arm overreaching; ■ encourage users not to leave their hand on the device when it is not being used; ■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
Are the characters clear and readable? Health and safety Health and safety			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If there are still problems, get the set-up checked, e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: ■ swivel/tilt is absent or unsatisfactory; ■ work is intensive; and/or ■ the user has problems getting the screen to a comfortable position.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen free from glare and reflections? 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
4 Software				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
Is the work surface large enough for all the necessary equipment, papers etc.? 			Create more room by moving printers, reference materials etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ castors or glides?			The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the chair adjusted correctly? 			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?

- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here:

Further information

Working with Display Screen Equipmemt (DSE): A Brief Guide Leaflet INDG36(rev4) HSE books 2013 www.hse.gov.uk/pubns/indg36.htm

For information about health and safety visit https://books.hse.gov.uk or

http://www.hse.gov.uk. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

To report inconsistencies or inaccuracies in this guidance email: commissioning@wlt.com

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Email: customer.services@tso.co.uk Website: http://www.tso.co.uk. They are also available from bookshops.

Statutory Instruments can be viewed free of charge at http://www.legislation.gov.uk where you can also search for changes to legislation.

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This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance, you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

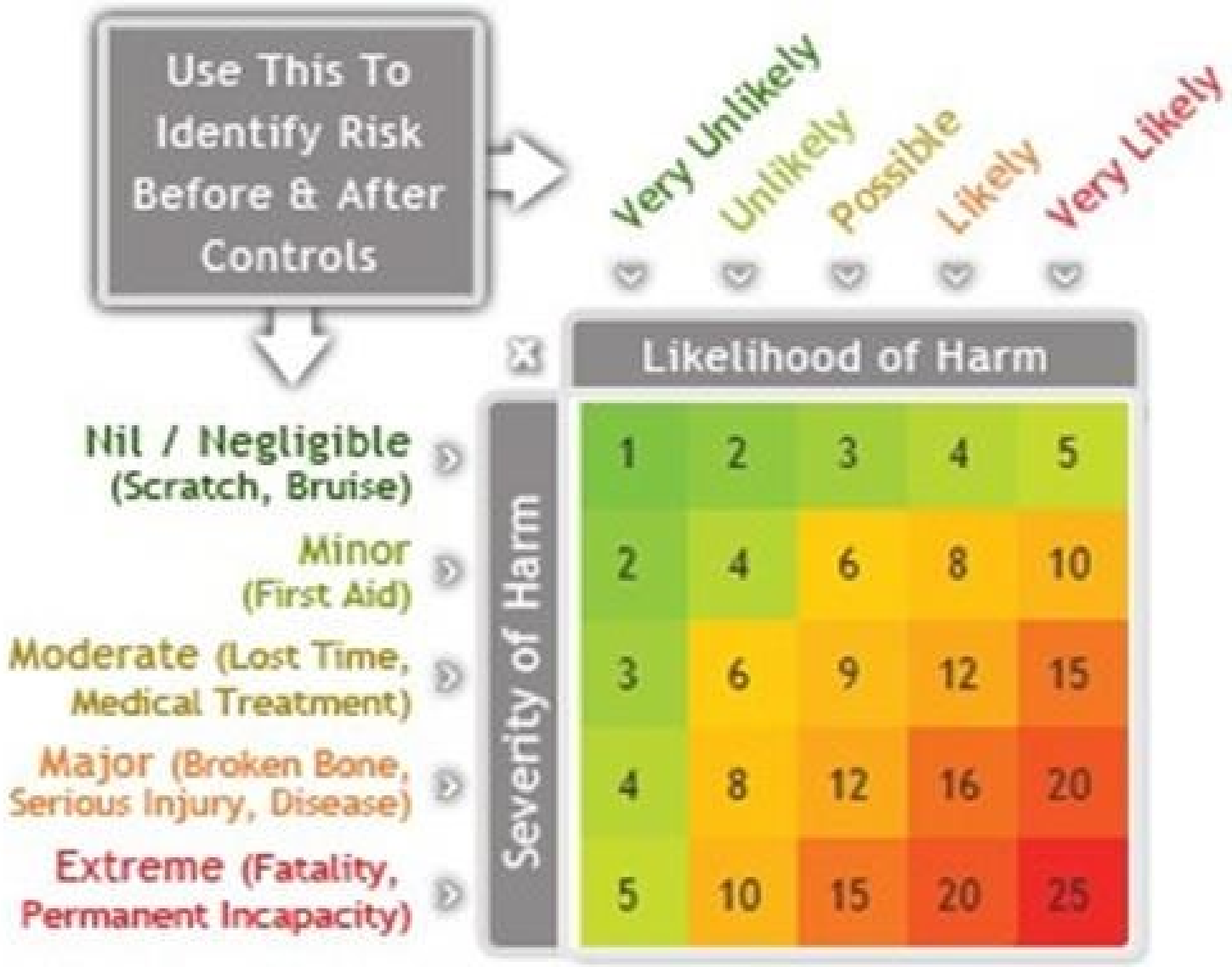
Annex B

Health & Safety Risk Assessment

STEPS 1 & 2: Identification Common hazards and who might be harmed	Before control measures				STEP 3: Control measures to be applied and re-evaluate the risk	After control measures applied			
	L	S	Score	Risk		L	S	Score	Risk

STEP 4: Assessors comments:			
Assessor Signature:		Date	
STEP 4: CEO or appointed responsible person (Please PRINT NAME and JOB TITLE)			
Signature:		Date	

STEP 5: Review and revise as necessary				
Review Date	Actions completed and measures remain effective to control risks OR New Risk Assessment required	Print Name	Signed	Comments


Use This To Identify Risk Before & After Controls
Very Unlikely
Unlikely
Possible
Likely
Very Likely
Likelihood of Harm
Severity of Harm
Nil / Negligible (Scratch, Bruise)
Minor (First Aid)
Moderate (Lost Time, Medical Treatment)
Major (Broken Bone, Serious Injury, Disease)
Extreme (Fatality, Permanent Incapacity)
1 2 3 4 5
2 4 6 8 10
3 6 9 12 15
4 8 12 16 20
5 10 15 20 25

Annex C

PPE Inspection Checklist

Worker Name: _____ **Date:** _____

1. Hard Hats ☐ No visible cracks, dents, or damage. ☐ Worn properly (bill forward, snug fit). ☐ Chin strap used (if required). **2. Safety Glasses/Goggles** ☐ Free from scratches, cracks, or damage. ☐ Worn in designated areas (e.g., cutting, grinding). ☐ Properly fitted (no slipping, covers eyes fully). **3. Gloves** ☐ Appropriate type for the task (e.g., cut-resistant, chemical-resistant). ☐ No tears, holes, or excessive wear. ☐ Properly sized for comfort and safety. **4. High-Visibility Vests** ☐ Clean and reflective strips are intact. ☐ Worn at all times on-site. ☐ Proper fit (not too loose or tight). **5. Steel-Toe Boots** ☐ Proper fit and in good condition (no cracks or holes). ☐ Non-slip soles are intact. ☐ Laces or straps secured to prevent tripping.	**6. Hearing Protection** ☐ Earplugs or earmuffs available. ☐ Worn in high-noise areas (e.g., machinery, power tools). ☐ Properly fitted (earplugs inserted correctly, earmuffs snug). **7. Respirators/Masks (if required)** ☐ Correct type for the hazard (e.g., dust, fumes). ☐ Proper fit and seal (no gaps). ☐ Filters/cartridges are in good condition and have not expired. **8. Fall Protection (if required)** ☐ Harness and lanyard inspected for damage. ☐ Properly worn and adjusted (straps snug, D-ring centred). ☐ Anchorage point verified and secure. **9. Additional PPE (if required)** ☐ Face shields (used with safety glasses, no damage). ☐ Knee pads (properly fitted, no damage). ☐ Coveralls/protective clothing (appropriate for task, no tears).

Inspector Notes:

- Any issues observed (e.g., damaged PPE, non-compliance):
- Corrective actions taken:

Worker Signature: _____

Inspector Signature: _____

Annex D

AMENITIES INSPECTION CHECK

Amenity Name:

Location:

Job Title:

Inspected by:

Date:

Email this back to info@whitehilltowncouncil.gov.uk

ITEM INSPECTED	FAULTS/COMMENTS	
1) Fencing		
2) Gates		
3) Bins		
4) Signage		
5) Trees		
6) Swings		
7) Climbing frame		
8) Roundabout		
9) Grind Rails		
10) Surfaces		
11) Other Items		
12) Comments		