



TONYREFAIL & DISTRICT COMMUNITY COUNCIL

HEALTH & SAFETY POLICY

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Statement of Intent

Tonyrefail & District Community Council regards the promotion of occupational health, safety and environmental awareness as a key responsibility for all members and employees.

It is the Council's policy to take all reasonably practicable measures to prevent personal injury, occupational disease and damage to property. These measures include the protection of the public and others who are on the Council's premises or in contact with its products. To ensure this policy is meaningful, the Council will use it as a framework for setting and reviewing targets on a Council wide basis.

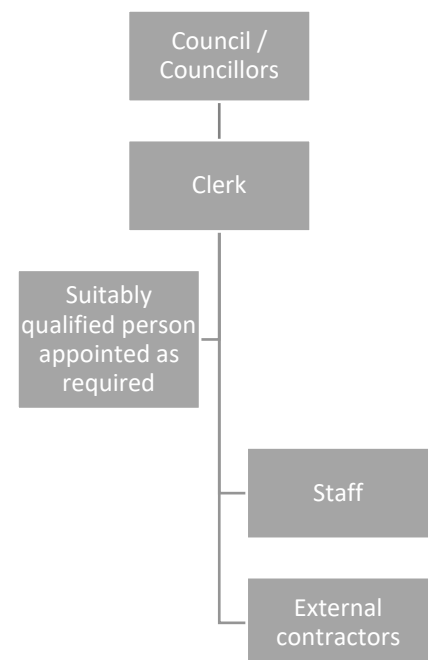
All references in this document to the said legislation will also apply to updates of the said legislation.

Responsibilities

1. The Council

Has a responsibility to:

- provide and maintain safe and healthy working conditions taking into account statutory requirements.
- provide and monitor training which enables employees to perform their work safely and efficiently.
- provide and maintain all necessary safety devices and protective equipment.
- provide instruction as to when and how to use safety devices and protective equipment and to monitor ongoing appropriate use.
- meet the obligations of health and safety in the workplace through consultation with external health and safety regulatory bodies and with employees.



2. Community Councillors

The Councillors have the ultimate responsibility for the health and safety of Tonyrefail & District Community Council but discharges this responsibility through the Clerk down to individual managers, supervisors and employees.

The Council has nominated the Clerk to have special responsibility for health and safety.

3. Clerk, Deputy Clerk and Line Managers

- The Clerk is the designated person with overall responsibility for health and safety within the Council.

- The Clerk will ensure that:
 - the Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required,
 - suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements,
 - adequate insurance cover is provided and renewed,
 - competent persons are appointed to provide health and safety assistance and advice,
 - an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition,
 - statutory examinations are planned, completed and recorded,
 - there is regular communication and consultation with staff on health and safety issues,
 - an effective review of training needs (at annual appraisal) is established to ensure staff are competent to carry out their work in a safe manner,
 - safe systems of work are developed and implemented,
 - accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported,
 - safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff,
 - contractors engaged are assessed as suitable by provision of accreditation and qualification evidence, and hold adequate insurance cover,
 - effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger,
 - health and safety objectives are set and their achievement is measured and reported, and
 - risk assessments are produced.
- Senior staff have an overarching responsibility for health and safety standards for their respective service areas.

4. Council 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 the Health and Safety policy and report any concerns or matters arising to the Clerk,
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others,
- dress sensibly and safely for their particular working environment or occupation,
- conduct themselves in an orderly manner in the work place,
- use all safety equipment and/or protective clothing as directed,
- avoid any improvisations of any form 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 their supervisor,
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor,
- report all accidents to their supervisor whether an injury is sustained or not and ensure that such occurrence is recorded in the accident book,
- assist in the investigation of accidents so that measures may be taken to prevent a recurrence,
- attend as requested any health and safety training course,
- observe all laid down procedures for processes, materials and substances used,
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes, and
- report to the Clerk or Fire Warden any damage to, or use of, fire equipment.

5. Health & Safety Risks arising from Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the Council has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the Council's policy to ensure that no-one is put at risk from any activities under its control.

- Risk assessments will be undertaken by a suitably qualified person designated by the Clerk or Deputy Clerk.
- The findings of the risk assessment will be reported to all relevant members of staff.
- Action required to remove / control risks will be approved by the Council or an appropriate committee.

- The Clerk to the Council will be responsible for ensuring the action required is implemented.
- The Clerk to the Council on behalf of the Council or a suitably qualified person designated by the Clerk will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.
- Assessments will be reviewed annually or when work activity changes, whichever is soonest.

6. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996, the Council has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

7. Areas of Risk

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- falls from height;
- contact with machinery;
- struck by moving or falling objects
- contact with electricity or an electrical discharge;
- slip, trip or fall on same level;
- exposure or contact with hot / harmful substance;
- fire and explosion;
- occupational health.

Further information can be found on the Health & Safety Executive's website.

8. Monitoring and Review

To ensure that the Council's commitment to managing health, safety and welfare in the workplace is actively pursued, the Clerk or a suitably qualified person designated by the Clerk will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities.

In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is the soonest.

Arrangements

9. Accident Investigation and Reporting

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the Clerk without delay. Details of the incident will be recorded in the accident book which is located in the Council office at Trane Cemetery. The Clerk is responsible for periodically analysing the accident book for signs of trends.

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that does not cause injury or damage but has the potential to do so.

It is the Council's policy to investigate:

- All accidents resulting in any reportable injury or losses of any assets,
- Accidents, however minor, and
- All near-misses.

The Clerk or a suitably qualified person designated by the Clerk is responsible for undertaking investigations following accidents, dangerous occurrences and work-related ill health absence.

A documented investigation will take place for selected incidents with witness statements and photographs taken where appropriate.

The Clerk is responsible for acting on investigation findings to prevent a recurrence.

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A list of reportable incidents can be found on www.hse.gov.uk/riddor

Reporting of such an incident is done on line via the www.hse.gov.uk/riddor/report portal.

10. Alcohol and Drug Abuse

Employees must not consume alcohol whilst working.

Anyone found taking alcohol or drugs on the premises without permission is guilty of gross misconduct, and will be disciplined accordingly.

11. Asbestos

The Policy of the Council is to:

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users.

- Promote awareness of the hazards associated with asbestos.
- Produce a Management Policy and Procedures Plan.
- Periodically review the plan to ensure that any areas of asbestos are sealed, encapsulated, inspected, monitored, labelled or removed.
- Ensure the Council's Policy conforms to Regulation 4 of the Control of Asbestos Regulations 2012.

12. Consulting, Instruction and Training

Under the Health and Safety (Information for Employees) Regulations 1989, the Council, as an employer, has a legal obligation to ensure that employees are informed about health and safety matters relevant to their work.

The Council is committed to providing Councillors, employees and volunteers with adequate information, instruction and training. Staff meetings will be held regularly with feedback and suggestions welcomed from all staff members.

A mixture of both internal and external training will be provided and

- The Council will ensure that all newly appointed staff receive an efficient induction into their jobs and that volunteers receive an appropriate induction to their role.
- The Council will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees, volunteers and Councillors.
- Copies of the HSE's Health and Safety Law poster are displayed in the office and staff base at Trane Cemetery.

The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- use of ladders
- handling and using chemicals
- operating excavator/dumper
- grave digging/shoring
- operating heavy ground maintenance machinery
- conducting Memorial safety inspections

All other employees are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to the Clerk.

13. Contractors

All contractors working on our premises and land are required to comply with appropriate rules and regulations governing their work activities.

All contractors working at Council premises must sign in and out of the building.

All contractors to be used for Council work are required to prove their competence by providing evidence, to include evidence of adequate insurance cover.

Before any work is undertaken a risk assessment and method statement are to be provided to the Clerk. Any equipment used by contractors must be maintained and certificated as appropriate.

The Council will plan, co-ordinate, control and monitor the activities of contractors to effectively minimise the risks presented to employees, other persons onsite and the public.

14. COSHH

Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Council has a duty to assess risks to health created by work involving substances hazardous to health, and to prevent or adequately control exposure to those substances (e.g. chemicals, solvents, paints, oil, etc.).

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Employees will be advised of the risks, provided with the appropriate protective equipment and trained accordingly.

The Clerk or a suitably qualified person designated by the Clerk will be responsible for:

- identifying all substances that need a COSHH assessment.
- undertaking COSHH assessments.
- ensuring that all actions identified in the assessments are implemented.

15. Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992, amended in 2002, require employers to assess and reduce risks associated with prolonged computer use, including musculoskeletal issues, eye strain and stress, by ensuring adequate breaks, proper workstation setup, and training.

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation,
- implement necessary measures to remedy any risks found as a result of the assessment,
- provide adequate information and training to persons working with display screen equipment,
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity,
- review software to ensure that it is suitable for the task and is not unnecessarily complicated,
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced,
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided,
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action, and
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.
- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially).
- report to the Clerk any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

16. Driving at Work

Implementation

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- not put unreasonable time constraints on travel.
- request that those driving for council business are competent (and where required, authorised) and fit to do so.
- provide any additional training that may be deemed necessary to reduce driving related occupational risks.

Drivers

In all instances, when a vehicle is used for Council business, the driver must be insured for business use purposes.

This applies to any use of a vehicle on behalf of Tonyrefail Community Council, for example, transporting items to and from events, delivering flower baskets, site visits, etc.

The Council requires evidence of a valid driver's licence prior to the use of the vehicle to be provided to the Clerk.

In addition, the Council requires evidence of insurance cover, along with evidence of MOT where councillors, staff and volunteers wish to use personal vehicles for Council purposes. Travel expenses will only be paid where the relevant evidence is provided.

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 Clerk of:

- 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 drive.
- any accidents / incidents that occurred whilst driving on behalf of the Council.

It is the responsibility of drivers to:

- be physically fit and have a level of alcohol below the maximum level allowed by law, ideally zero, and not under influence of any drugs that may affect the ability to drive.
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.
- wear glasses or contact lenses every time they drive if needed to meet the 'standards of vision for driving', which are:

- To be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.
- To meet the minimum eyesight standard for driving by having a visual acuity of at least 0.5 decimal (6/12) measured on the "Snellen Scale" (with glasses or contact lenses, if necessary) using both eyes together or, if you have sight in one eye only, in that eye.
- To have an adequate field of vision – an optician can advise and do a test.

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- remain in control of the vehicle at all times.
- only use electronic devices, e.g. mobile phones, satellite navigation, mp3 player, when set up to do so, i.e. using a hands-free device.
- never use any hand-held electronic device, e.g. mobile phone, satellite navigation, mp3 player.

Office based staff should not expect staff to answer calls when they are driving. Leave a short message and await the return call.

17. Electricity at Work

All electrical systems on Council premises will be inspected to ensure there is no danger.

All portable appliances will be tested by a competent person at least annually, in line with the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years (EICR).

18. Fire Safety

The Council has a legal duty, under the Regulatory Reform (Fire Safety) Order 2005 to ensure fire safety in the workplace, which includes creating and maintaining a fire safety plan based on a fire risk assessment.

Control measures will include the following arrangements and procedures:

- The Clerk is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.
- Escape routes will be kept clear at all times and regularly checked by the Fire Warden.
- Fire extinguishers will be placed at clearly signed fire points.
- The fire alarm is tested weekly by the Fire Warden and serviced every six months.
- Fire extinguishers are maintained and checked under annual contract.

- The emergency evacuation procedures will be tested every six months.
- The Fire Policy will be reviewed annually or sooner following:
 - Significant changes to the organisation, buildings, staffing or operations,
 - An updated fire risk assessment,
 - Changes of legislation, or
 - Serious failings of fire safety.

19. First Aid and Work-related Ill Health

First Aid

The Council recognises its legal duty to make sufficient provision for first aid to employees and will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

First aid kits are located in the Council office and staff base at Trane Cemetery. A first aid kit is also located in the garage on the upper section of the Cemetery.

The Clerk is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

In the event of anything other than minor injuries, medical assistance must be sought.

Work-related ill health

The Council will take all reasonable measures to prevent employees from suffering any adverse health risks. Early detection of adverse health risks associated with the Council's activities and timely intervention will allow the council to ensure that adequate control measures are in place.

Where, by risk assessment, it is considered appropriate the Council will provide health surveillance by qualified medical professionals.

All employees considered to be at risk will be required to comply with any reasonable requests for medical surveillance.

The frequency of surveillance will be determined by several factors which may include the individual's susceptibility to harm. This will be discussed with the health professional and a programme of testing put into place.

Work-related stress

It is the Council's policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptom of stress, they should speak, in strictest confidence to the Clerk or Chair of the Staffing Committee.

Help and support is available from:

- VivUp Employee Assistance Programme, 0800 023 9387 (24 hours / day)

- The Samaritans, 08457 909090 (24 hours / day).

20. Lone Working

The Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The Clerk is responsible for ensuring Lone Worker Risk Assessments are carried out.

21. Manual Handling

Manual handling risks are present in most aspects of work.

The Clerk is responsible for ensuring the completion of risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for Councillors, staff and volunteers involved in all operations identified as having a significant risk.

22. Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided where risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as possible to their Line Manager.

23. Pregnant and Nursing Employees

The Council recognises that all work involving pregnant and nursing employees must take into account their physical capacity.

Employees are reminded that they have a duty to inform their employer as soon as they become aware they are pregnant, to ensure appropriate support and risk assessments can be put in place.

24. Risk Assessments

The Management of Health and Safety at Work Regulations 1999 requires that every employer makes a suitable and sufficient assessment of the risks to the health and safety, both of their employees and those visiting or affected by the actions of employees, arising from work activities. The assessment must identify the measures that the employer must take so that he can comply with his duties under safety legislation and include a safe system of work.

The Council will ensure that risks are identified and a suitable and a sufficient risk assessment is undertaken. They will identify the significant hazards from the work activity or workplace and assess the risk that they may cause harm. Where the risk is high, controls shall be put in place to control the risks to an acceptable level.

25. Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment will be regularly tested to ensure effectiveness.

26. Safe Plant and Equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the Council has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

The Clerk or a suitably qualified person designated by the Clerk will be responsible for:

- identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, vehicles, etc.).
- ensuring effective maintenance procedures are drawn up.
- ensuring that all identified maintenance is implemented.

The 360° excavator and dumper are serviced annually (by Pritchards) under the terms of the hire agreement.

Any problems found with plant / equipment should be reported to the Clerk.

27. Smoking at Work

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 Council that all of 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 with no exceptions. This policy applies to all employees, customers and visitors.

For the purpose of this Policy, e-cigarettes or "Vaping" is classed as smoking and is subject to the same restrictions.

28. Trees

The Council is responsible for numerous trees and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the community and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council will arrange for all trees under its control to be assessed by a suitably qualified person with expertise in tree management at a frequency determined by the level of risk (see [Annexure 1: Tree Inspection](#))

[Regime](#)). The Council will react accordingly to the recommendations with regards to tree maintenance.

- Visual Inspection – Depending on the recommendations of the expert report, the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

Annexure 1: Tree Inspection Regime

Risk Zone	Description	Minimum Inspection Regime
Risk Zone 1.a Very high volume of traffic / constant use	- Where persons are present at all times. - A class roads, dual carriageways or motorways and residential properties where vehicles or persons are expected during any time day or night. - This includes schools and play areas which may not be occupied 24 hours but involves the presence of children.	Inspected every year , and reactively
Risk Zone 1.b High volume of traffic / frequent use	Where persons are not present for 24 hours / day but frequently used site i.e. town centre car parks, offices operating normal working hours, excluding weekends, access roadways.	Inspected every two years , and reactively
Risk Zone 2.a Medium volume of traffic / intermittent use	Where persons are not present for any length of time i.e. low use car parks, footpaths in countryside, cemeteries, community hall, sports grounds, parkland - open during normal working hours and access roadways.	Inspected every three years , and reactively
Risk Zone 2.b Low volume of traffic / occasional use	- Infrequently used footpaths, isolated car parks, outer green open spaces without particular features, difficult to access areas due to undergrowth, perhaps the occasional jogger or cyclist could be expected. - Often rural locations such as the outmost edges of large open spaces/reclamation sites and / or with young/small trees.	Inspected every 3 – 5 years , and reactively

Sources¹²

¹ [HSE's Management of the risk from falling trees or branches \(SIM 01/2007/05\)](#)

² [Bridgend County Borough Council Tree Management Policy June 2018](#)

Annexure 2: Related Policies

Up to date

Under review

Out of date

Missing

	Document	Latest version	Status
1.	Fire Policy	DRAFT-Fire-Policy-v2025	
2.	Tree Policy	TREE-POLICY 2012	
3.	Cemetery Rules & Regulations	CEMETERY-RULES-AND-REGULATIONS 2008	
4.	Memorial Management Policy	Memorial-Management-Policy-v2023	
5.	Memorial Bench Policy	Memorial-Bench-Policy-v2024	
6.	Cemetery Weather-related Closures Policy	Cemetery-Weather-related-Closures-Policy-v2025	
7.	Asbestos Policy	ASBESTOS-POLICY-STATEMENT 2019	
8.	COSHH Policy	COSHH-Policy 2015	
9.	Petrol Safety	PETROL-SAFETY 2016	
10.	Snow & Ice Policy	SNOW-AND-ICE-POLICY 2016	
11.	Grave Digging and Excavation Safety Policy		
12.	Machinery & Equipment Safety Policy		
13.	Lone Working Policy		
14.	Vehicle & Plant Use Policy		