

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the Policy & Resources Committee to be held on Monday 8 August 2022, following the Planning & Highways Committee meeting, and not commencing before 19.00 in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note:

- Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:  
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)  
2 August 2022

## Agenda

Open Forum: Questions may be put to the Committee in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. To note apologies for absence.
2. Declarations of interest in items on the agenda.
3. To confirm the minutes of the Policy and Resources Committee meeting held on 14 February 2022.
4. Clerk's Progress Report: to receive a verbal update report (for information).
5. Review of Existing Policies (proposed changes in red):
  - a. Standing Orders: to update Standing Order 18 in accordance with guidance from NALC to reflect post-Brexit procurement procedures.
  - b. Health & Safety Policy.
  - c. Grant Awarding Policy.
  - d. Media Policy.
  - e. To receive the updated Policy Review Schedule and identify policies for review at the next meeting.
6. New policies:
  - a. To consider adopting a Flag Flying and Logo Policy.
7. To receive Matters of Report (for information only).
8. Next meeting: Monday 10 October 2022 following the Planning and Highways Committee meeting, Council Chamber, Town Hall.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.*

Confidential Session: Exclusion of the Press & Public – Procedural matters

*THIS MEETING WILL BE FOLLOWED BY A SHORT MEETING OF FULL COUNCIL (SEE SEPARATE AGENDA).*

Agenda item – 5a) Updated Standing Order 18 in accordance with guidance from NALC to reflect post-Brexit procurement procedures.

## 18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**



Health and Safety  
Policy and Guidance

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## 1. NOMINATED OFFICERS

### Health and Safety Officer

~~Amenities Operations Manager~~ Maintenance Contract Manager  
(In his absence – Town Clerk)

### Fire Officer

~~Amenities Operations Manager~~ Maintenance Contract Manager  
(In his absence – Town Clerk)

### First Aid

A risk assessment of the number of First Aiders has been done and the employees holding the relevant qualification are listed on the office/staff room notice boards.

### COSHH Assessments Responsible Person

~~Amenities Operations Manager~~ Maintenance Contract Manager

### Risk Assessments Responsible Person

~~Amenities Operations Manager~~ Maintenance Contract manager

## 2. GENERAL STATEMENT

This is the Health and Safety Policy Statement of:

Crewkerne Town Council

Health and Safety at Work etc Act 1974

Our statement of general policy is to:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Engage and consult with our employees on matters affecting their health and safety and strive to implement continuous improvements
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Review and revise this policy as necessary at regular intervals
- Implement emergency procedures – evacuation in case of fire or other significant incident.

Signed: ..... (Mayor)

Date: .....

Adopted Town Council meeting on 23 November 2009

Reviewed 20 August 2014.

Reviewed Policy & Resources Committee meeting 9 October 2017.

Reviewed Policy & Resources Committee meeting 8 August 2022.

### 3. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

#### 3.1 Crewkerne Town Council

- 3.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, Councillors and members of the public.
- 3.1.2 Crewkerne Town Council as the employer, has overall and final responsibility for health and safety matters at all Council-operated premises and for ensuring that health & safety legislation is complied with.
- 3.1.3 Crewkerne Town Council will also ensure that the tenants of Council-owned buildings commit to maintaining compliance with health and safety standards.
- 3.1.4 Crewkerne Town Council will regularly review the operation of its health & safety policy and will ensure that:
  - Employees, volunteers and Councillors as appropriate receive sufficient information, training and supervision on health and safety matters
  - risk assessments are undertaken and the results recorded and made available to all employees
  - accidents are investigated to identify the root cause. These are reported to the Council detailing the preventative action implemented.
  - arrangements are in place to monitor the maintenance of the premises and equipment
  - there are adequate arrangements to liaise and co-operate on health and safety matters with other employers at the Town Hall.
- 3.1.5 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the nominated Health & Safety Officer.

#### 3.2 All Employees

- 3.2.1 All employees must:
  - co-operate with supervisors and managers on health and safety matters
  - be aware of relevant risk assessments and method statements
  - not interfere with anything provided to safeguard their health and safety
  - take reasonable care of their own health and safety and not do anything to endanger others.
  - report all health and safety concerns to the Health and Safety Officer.

#### 3.3 Fire Officer

- 3.3.1 Crewkerne Town Council will appoint the nominated Fire Officer who shall receive appropriate training.
- 3.3.2 The responsibilities of the Fire Officer are to:
  - be aware of potential fire hazards and familiar with the location and use of fire-fighting equipment ensuring it is maintained as necessary
  - arrange fire drills and testing of fire alarms and keep records
  - assist with the evacuation of staff and visitors



- liaise with Emergency Services at the assembly point
- ensure Town Hall staff and volunteers are aware of the fire alarm and drill

*FOR DETAILED FIRE SAFETY ARRANGEMENTS SEE SECTION 11.*

### 3.4 First Aid

- 3.4.1 Nominated first aiders will complete Emergency First Aid at Work training provided by a recognised provider. **Qualified members of staff are listed on the office and staff room noticeboards.**
- 3.4.2 The Health & Safety Officer will ensure that the BS 8599-1 compliant first aid boxes are kept in the designated locations (see Section 13.1) and are regularly checked and correctly stocked.
- 3.4.3 The Health & Safety Officer will ensure that all accidents are recorded using the Council's Accident Report Form, copies of which are kept in the Town Hall offices.

*FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 13.*

### 3.5 Risk Assessment

- 3.5.1 Crewkerne Town Council will ensure that risk assessments are carried out by competent persons in accordance with the Management of Health & Safety at Work Regulations 1999. Assessments will be documented and made available to all staff.
- 3.5.2 Risk assessments will be reviewed annually to ensure they are suitable and sufficient, ensuring hazards are identified and risk reduced to as low a level as reasonably practicable. Assessments will also be reviewed following significant change in working environment or to practices. Assessments will cover employees and, as appropriate, Councillors and volunteers and all aspects of their Council work wherever this takes place.

*FOR DETAILED RISK ASSESSMENT ARRANGEMENTS SEE SECTION 17.*

### 3.6 Training

- 3.6.1 Crewkerne Town Council will ensure that new employees and volunteers receive information and guidance on health and safety as part of their induction.
- 3.6.2 Crewkerne Town Council will ensure the provision of adequate health and safety training for employees and, as appropriate, Councillors and volunteers, including: general health and safety, first aid, manual handling, fire safety, risk assessment. The nominated Health & Safety Officer will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.
- 3.6.3 Any employee, volunteer or Councillor who believes that they have a need for further health and safety training should inform the Health & Safety Officer.

### 3.7 Personal Protective Equipment (PPE)

- 3.7.1 PPE identified as necessary in any Town Council Risk Assessment will be provided free of charge to relevant employees. PPE should be worn in accordance with training and instructions, kept in good condition and defects reported immediately to the nominated Health & Safety Officer.
- 3.7.2 If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the Health & Safety Officer must carry out a PPE suitability assessment and the Town Council will provide the PPE free of charge as it does for employees.

#### 4. BUILDINGS

- 4.1 Crewkerne Town Council has a duty to provide a safe and healthy environment for all persons using Town Council operated premises and facilities.
- 4.2 All Town Council staff and Councillors are responsible for identifying actual and potential hazards. Once identified a hazard should be removed. If this is not possible it should be quarantined and immediately reported to the Health & Safety Officer for further action.
- 4.3 Examples of Hazards
  - 4.3.1 Items Out of Reach:  
Chairs or other furniture must not be used to stand on for the purpose of reaching items at height, only approved access equipment (e.g. stepladders) should be used.
  - 4.3.2 Damaged Equipment:  
Regular checks should be carried out on equipment, including furniture, for faults, damage, sharp edges etc. Defective items should be removed from use pending repair or replacement.
  - 4.3.3 Damage to the Fabric of Buildings:  
Damage to windows, doors, flooring, mains electrical installations etc. may have safety implications and must be reported immediately to the Health & Safety Officer.

#### 5. VICTORIA HALL LIFT PASSENGER LIFTS

In accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, the Council is required to nominate a duty holder, to ensure that its legal responsibilities are met by ensuring that the Victoria Hall lifts are thoroughly examined and that they are safe to use. The nominated duty holder is the Health and Safety Officer.

The Health and Safety Officer will ensure that the lifts are in the Victoria Hall is inspected, tested and maintained in accordance with the above regulatory requirements and through an approved contractor. These requirements also encompass the emergency call-out facility.

Copies of all lift examination reports are available for inspection in the Council office.

The lift maintenance support contract includes the linking of the lift emergency call-out phone to a 24-hour call centre, which ensures that a duty engineer is despatched promptly to resolve the issue with the lift.

## 6. GOOD HOUSEKEEPING

### 6.1 Aisles & Walkways

Aisles & walkways must remain clear of obstructions and all materials and equipment stored securely in safe areas. Items should never be placed immediately in front of, or left obstructing, fire doors, fire exits, fire alarms or fire equipment.

### 6.2 Smoking

Smoking is not allowed in any Council property or vehicle. This restriction applies not only to cigarettes, cigars and pipes but also to e-cigarettes.

### 6.3 Overcrowding

The Council will ensure that the working environment is not overcrowded and consultation with staff will take place prior to any changes being made.

### 6.4 Ventilation

The Town Council will ensure staff are provided with a well ventilated workplace in which workers have control over the local level of ventilation.

### 6.5 Temperature

In office workplaces a minimum temperature of 16°C shall be maintained and where possible the maximum temperature not allowed to reach an uncomfortable level.

### 6.6 Lighting

A suitable and sufficient level of light will be provided in all work areas. If lighting is found to be defective this must be reported to the Health & Safety Officer.

### 6.7 Noise

The Council will ensure that staff are not exposed to excessive workplace noise levels.

### 6.8 Equipment Storage and Usage

6.8.1 Equipment must not to be left lying around but should be safely stored.

6.8.2 No wires may be left trailing across floors.

6.8.3 Paraffin, electric bar or propane gas heaters may not be used in Council premises without the written permission of the Health & Safety Officer.

### 6.9 Maintenance and Electrical Equipment

6.9.1 All building maintenance work shall be carried out by competent persons.

6.9.2 Electrical equipment must always be used in accordance with instructions and defective items isolated, removed from use and the Health & Safety Officer advised.

6.9.3 The Council will ensure that the testing of electrical wiring in properties and Portable Appliance Testing (PAT) are undertaken at the appropriate time intervals.

## 7. WELFARE ARRANGEMENTS

### 7.1 Toilet and Washing Facilities

The Town Council will provide suitable and sufficient toilets and washing facilities for staff in accordance with the minimum requirements of Health & Safety legislation.

## 7.2 Drinking Water

An adequate supply of clean safe drinking water will be provided for all staff.

## 7.3 Rest Areas

So far as is reasonably practicable, staff will be provided with a rest area away from their usual workstations.

## 7.4 New and Expectant Mothers

When an employee provides written notification to the Council stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Council will undertake a review of the relevant workplace risk assessment(s), to identify any risks to the health and safety of a new or expectant mother, or that of her baby, and to take any necessary preventive and protective measures to reduce or control any risks identified.

**In the case of a pregnant or new mother, the Council will undertake an individual risk assessment which will be reviewed on a monthly basis..**

Suitable rest facilities will be provided for pregnant and breastfeeding employees.

## 7.5 Hours of Work

Employees should not work excessively long hours and must take adequate breaks for meals and rest.

# 8. PERSONAL SAFETY

## 8.1 In the Office Environment

It is in the nature of the organisation's work that staff or volunteers may on occasion deal with public and find themselves exposed to a potentially confrontational or threatening situation. Should staff feel uneasy, uncomfortable, threatened, abused or assaulted whilst dealing with a member of the public they have the right to refuse to continue further such dealings. In these situations the Town Council will support the decision of the staff member.

## 8.2 Working Away from the Office

8.2.1 Staff working away from the office should advise colleagues where they will be and for approximately how long. If plans change significantly, this information should be communicated back to colleagues.

8.2.2 Staff should make clear who they wish informed (outside of work) in the event of an emergency and how they can normally be contacted.

## 8.3 Lone Working of Grounds Maintenance Staff

8.3.1 Grounds staff should only work alone outdoors during daylight hours and be familiar with the findings and actions of the Lone Working Risk Assessment.

8.3.2 Staff have access to first aid kits kept in the Grounds & Amenities workshop and vehicles. Emergency first aid training is provided to at least one member of the team and a mobile phone is provided to enable contact in an emergency.

## 8.4 Holding or Carrying Money or Valuables for the Council

- 8.4.1 Staff should not carry significant amounts of cash to the bank and visits to the bank should not be at a regular time.
- 8.4.2 Cash amounts, over and above that required for petty cash, should not be kept in the Town Hall.
- 8.4.3 Under no circumstances should staff put their safety at risk on account of Crewkerne Town Council.

## 8.5 Personal Awareness

- 8.5.1 Be prepared. Do you know who to contact and what to do if a difficult situation arises? The Town Clerk or Deputy Clerk should be contacted.
- 8.5.2 Be observant. Notice everything around you - exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.
- 8.5.3 Assess potential risks. Avoid dangerous short cuts, walk facing the traffic on the street side of pavements, at night think about where you park your car for your safety.

## 8.6 In Dealing with Aggression

- 8.6.1 Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.
- 8.6.2 Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.
- 8.6.3 Are you the best person to deal with this situation? Obtain help from the Town Clerk, or others.

## 8.7 Reporting and Recording

- 8.7.1 All incidents of aggression should be reported to the Town Clerk and recorded in the accident book.
- 8.7.2 Employers have a legal responsibility to provide a safe working environment. Staff should report any situation in the workplace which is a threat to personal wellbeing. Talking about fear and other problems related to bullying, aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of anxiety, panic or distress which can carry on long afterwards. Crewkerne Town Council recognises this and will provide a suitable and appropriate level of support.

## 9. HOMEWORKING

Should employees carry out work for the Council at home then all health and safety rules and guidance in this policy will apply as they do in the workplace.

## 10. DISPLAY SCREEN EQUIPMENT (DSE)

### 10.1 General

- 10.1.1 It is the policy of the Council to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

- 10.1.2 DSE assessments will be carried out for all staff using computer workstations for more than 1 hour a day to ensure compliance with the regulations.

## 10.2 Nature and Organisation of the Work

- 10.2.1 Suitable adjustable seating will be provided to all DSE users.
- 10.2.2 Staff will take regular breaks (at least 10 minutes away for every hour at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

## 10.3 Equipment

Crewkerne Town Council will ensure provision of:

- VDUs with adjustable screen supports.
- suitable DSE equipment cleaning materials to maintain hygiene.
- adjustable keyboards to enable correct operator working posture
- anti-glare screens to minimise operator eye strain.
- adequate workstation space.

## 10.4 Maintenance

Copies of equipment manufacturers' operation and maintenance instructions will be held and the Council will ensure that maintenance is carried out where appropriate.

## 10.5 Eye and Eyesight Tests

Staff using DSE are entitled to request and receive eyesight tests paid for by the Council together with basic frames and lenses if required specifically for DSE work.

## 10.6 Work Related Upper Limb Disorders

Work Related Upper Limb Disorders are often associated with work using Display Screen Equipment. Staff will be provided with compliant DSE equipment and seating to enable the setting up of comfortable operator workstations. This will help prevent the development of Upper Limb Disorders, however staff should also contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate and comfortable positions
- taking regular rest breaks from display screen work (at least 10 minutes away from the screen in every hour) by doing other work tasks.

# 11. FIRE SAFETY

## 11.1 General

- 11.1.1 It is the responsibility of all staff, volunteers and Councillors working in Council premises to be aware of potential fire hazards and be familiar with the location of fire exits and assembly points.
- 11.1.2 Access to escape doors, extinguishers and other fire-fighting equipment must not be obstructed. The Fire Officer has the authority to remove such obstructions. He/she will arrange staff training, as necessary, for use of such equipment.

## 11.2 Fire Drills

- 11.2.1 The Fire Officer is responsible for arranging fire drills to take place at intervals, reviewing the success of the evacuation and making recommendations for improved practices to ensure the effectiveness of the evacuation procedures.
- 11.2.2 Fire drill instructions will be part of the induction process for all new staff and volunteers.
- 11.2.3 Alarms: the Fire Officer will ensure fire alarms are tested regularly and records kept and that the fire alarm system is properly maintained.
- 11.2.4 Emergency Lights: the Fire Officer will ensure that emergency lights are tested regularly and records kept, and that the emergency lights are properly maintained.

## 12. HYGIENE

- 12.1 Staff must keep all areas (particularly food and drink preparation) clean and tidy.
- 12.2 W.C.s must be cleaned regularly and kept in a hygienic condition.
- 12.3 All wash basins should have a supply of hot water, hand wash and towels or dryers.
- 12.4 Sanitary towel bins should be provided, emptied and sanitised regularly by contractors.

## 13. ACCIDENT, INCIDENT AND NEAR MISS REPORTING

### 13.1 First Aid

- 13.1.1 Emergency First Aid supplies are contained in clearly marked First Aid Boxes Kits which are located in the Town Council offices, the cemetery Council's workshop premises and the grounds and amenities vehicles.
- 13.1.2 At least one employee in the Town Council Offices and also in the Grounds and Amenities team will be trained as a First Aider.
- 13.1.3 All staff should know the location of first aid boxes kits and who their first aider is.
- 13.1.4 Details of all first aid treatment must be recorded using the Council's Accident Report Form, copies of which are held in the Town Hall offices.

### 13.2 Accidents and Emergencies

- 13.2.1 All accidents, incidents and near misses must be reported to the Town Clerk and recorded using the Council's Accident Report Form located in the Town Hall offices. Incidents and occurrences (Near Misses) which have the potential to result in harm should also be recorded.
- 13.2.2 It is the Health & Safety Officer's responsibility to investigate the cause of accidents, incidents and near misses, to identify the root cause, ensuring that any necessary corrective or preventative action is taken. The results of the root cause for an accident, incident or near miss should be reported to the Town Clerk.
- 13.2.3 The Health & Safety Officer is responsible for the reporting of work related accidents, occupational diseases and specified dangerous occurrences (near misses) defined within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR).

## 14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

### 14.1 General Statement

14.1.1 Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), employers have a duty to assess the risks related to hazardous substances. In accordance with the Approved Code of Practice this assessment will be carried out and documented by a nominated competent person.

14.1.2 The COSHH nominated person will be responsible for carrying out this assessment.

14.1.3 Following this assessment, in accordance with the Approved Code of Practice (ACOP) Crewkerne Town Council will ensure:

- action is taken to remove, so far as is reasonably practicable, any known hazardous substance from the process and/or the work environment and find a safe substitute
- that no substance will be used without reference to the assessment and manufacturers safety data sheets (MSDS)
- known hazardous substances shall be handled, contained and enclosed according to the MSDS and the COSHH assessment
- that appropriate, as detailed in the MSDS, personal protective equipment (PPE) is issued to staff

### 14.2 Monitoring

Should a member of staff or volunteer be exposed to a hazardous substance, they will be advised to visit their doctor for professional advice. As a further precaution they will be monitored whilst within the workplace by the Health and Safety Officer to ensure no ongoing health issues are present.

### 14.3 Removal, Substitution, Enclosure and Protection

Wherever possible the use of hazardous substances in the workplace will be avoided and non-hazardous materials will be sought and used. When a hazardous substance cannot be substituted it must be used according to the manufacturer's instructions (the MSDS) and the COSHH assessment. Where possible, hazardous substances should be handled in a contained or enclosed manner away from other workers. Protection including PPE will be made available and used.

## 15. LIFTING AND HANDLING

15.1 Staff and volunteers will receive instruction in Manual Handling best practice, this will include lifting and moving techniques and assessment of loads. Wherever possible assistance from others should be sought and lifting aids used. A correct approach to manual handling lessens the effort required and reduces risk of injury.

15.2 Any injury, ~~sprain or strain~~ suffered as a result of manual handling must be reported and details recorded in the Accident Book.



## 16. STRESS MANAGEMENT

- 16.1 Stress is a serious issue and may result in staff suffering complex medical issues. It may be work related or have its origins outside the workplace but the effects can be the same. There can be a serious impact on quality of life for individuals and disruption to their work. Colleagues may be adversely affected and the effectiveness of an organisation compromised.
- 16.2 Stress in the workplace is a hazard that must be dealt with like any other and the responsibility for reducing it lies both with employer and employee.
- 16.3 Crewkerne Town Council will endeavour to remove the potential causes of stress in the workplace and promote a low stress working environment. It aims to:
- create opportunities for staff to contribute in the planning and organisation of their own jobs
  - ensure staff have work targets that are stretching but reasonable
  - implement effective policies and procedures for dealing with bullying and any form of harassment
  - encourage good communications between staff and management
  - promote the maintenance of a supportive culture in the workplace
  - where appropriate take into consideration employees' personal situation/problems at home
  - facilitate employee involvement during any period of change.
- 16.4 The Town Council will ensure as far as is reasonably practicable that its policies, working practices and conditions of employment support this commitment.
- 16.5 Staff and volunteers should plan and organise their work in a way which will minimise the potential for development of stress in themselves or others.
- 16.6 Employees should respect co-workers and ensure that interpersonal conflict is avoided or dealt with sensibly.
- 16.7 Should any member of staff feel that they are suffering from work related stress they should discuss this with their line manager at the earliest opportunity. Where reasonable and practicable the Town Council will seek to provide assistance to the employee.

## 17. RISK ASSESSMENTS

- What is a Risk Assessment?

Risk assessment is a process by which hazards are identified, who might suffer harm and the level of harm/risk calculated. Where possible, hazards will be removed to eliminate or reduce risk but where this is not possible the residual risk must be managed in so far as is reasonably practicable. The risk assessment will detail how the remaining risk is to be mitigated and what must be done to facilitate this. The assessment is in short 'a process of careful examination of what, in your work, could cause harm to people' the aim is to make sure that no one gets hurt or becomes ill.

- Carrying out a Risk Assessment:

Carrying out a risk assessment is a relatively straightforward process, simply a careful examination of what could cause harm to people, and what precautions need to be taken. The HSE proscribes a 'Five Step' process:

- Step One – Identify the hazards
- Step Two – identify who is at risk

- Step Three – Evaluate the risks and decide on precautions
- Step Four – Record your findings
- Step Five - Review your assessment

Other considerations:

- \* If you share premises with other groups, it is a legal requirement that you all co-operate with each other in carrying out assessments.
- \* If your workers have a trade union health and safety representative, you should consult with them before and after the risk assessment process.

Crewkerne Town Council has undertaken risk assessments, copies of which are held in the Town Hall offices.

## 18. CONTACTS

Health and Safety Executive:

For further information, advice and guidance concerning Health & Safety visit the Health & Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk)



## Grant Applications Policy

### 1. Introduction

The following policy sets out how Crewkerne Town Council (referred to hereafter as “the Council”) considers and makes grant awards.

### 2. Applicability

#### a. Who can apply?

- i. Voluntary organisations, community groups or social enterprises operating on a not-for profit basis for the benefit of the community of Crewkerne.
- ii. Organisations must have some form of management committee/steering group and a bank account with at least 2 signatories.
- iii. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.
- iv. If an organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered.
- v. Only one grant may be received within each financial year, as we wish to be able to distribute funds to a many people as possible. If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Crewkerne.

#### b. Who may not apply?

- i. Individuals.
- ii. Organisations with projects which operate outside Crewkerne and do not clearly evidence how they will directly benefit the Crewkerne community.
- iii. Commercial ventures.
- iv. Statutory organisations or groups controlled by public sector organisations such as Local Authorities or Primary care Trusts.
- v. Schools.
- vi. Projects/activities that promote one particular faith or religious belief, although the grant could support a faith group delivering something that is open to all.

### 3. Criteria for awarding grants

The Council will assess each application on its own merits, taking into account the benefit to the town and/or its residents.

Retrospective applications will not normally be funded.

### 4. Process for making grant applications

- a. Grant applications are invited during September (but see c. below) and this will be publicised through the Council's newsletter, website and notice boards.
- b. Following the closure date for applications, all submitted applications will be considered by the Policy & Resources Committee, with the Committee's recommendations being considered for ratification by a subsequent meeting of the Full Council, as part of the Councils' annual budget setting process. Applicants will be informed of the outcome of their application by the end of January.
- c. The Council will consider applications received at other times of the year, subject to allowable budget constraints.

- d. Grant applicants would normally be required to collect their grant cheque at the Annual Meeting of Electors (held in March or April). Applicants may also be asked to give a short presentation.

5. Grant award conditions

- a. The grant award must be used for the purpose for which the application was made.
- b. If the Council agrees grant funding for a project which subsequently does not go ahead, the Council will withdraw the offer of funding. **If the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full.**
- c. **A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.**
- d. If a grant award is being sought for a project involving other sources of funding, the Council may require confirmation that these funding sources are in place before releasing the grant funds.
- e. The Council must be credited in any publicity arising as a result of the award of a grant. **For our own publicity material, the Council may require photos with agreement from the participants and may use the name of the organisation and project.**

Adopted at Full Council meeting 27 February 2017 Min. No. 16/17 202

Reviewed and amended at Policy & Resources Committee meeting 8 August 2022 Min. No. XXXXX

## CREWKERNE TOWN COUNCIL

### Media Policy and Procedure

Utilising the media is one avenue in which the Council can advise the community or stakeholders about relevant issues. However, it is important to use this avenue wisely to ensure the message is consistent.

This policy/procedure details how Councillors and staff are required to respond to media enquiries or comments. By conducting all media liaison via a central point of contact, the Town Council will be able to oversee media issues. Also, by limiting the number of official spokespeople, the Council has a better opportunity to provide a consistent message.

**Aims:** Crewkerne Town Council aims to build and maintain a positive reputation and will have a proactive approach to dealing with the media with enquiries being dealt with, wherever possible, within two working days. This approach will ensure an open and transparent approach.

#### Objectives:

- 1) To improve residents' understanding of the work of the Council and to provide public information.
- 2) To enhance the reputation of Crewkerne Town Council by promoting and celebrating success and the achievements of the Council and its partners.
- 3) To ensure a co-ordinated response from a single point of communication, the Town Clerk (or Deputy in their absence).
- 4) Reduce the risk of negative publicity resulting from non-response to enquiries.
- 5) To defend the Council from unfounded criticism by ensuring the public are properly informed of all relevant facts.
- 6) To have regard to the Code of Recommended Practice on Local Authority publicity.

#### Policy Statement:

- 1) All media contact should be conducted subject to availability and in the order of the Clerk in the first instance, the Mayor, the Chairmen of the various Committees.
- 2) The Mayor and the Clerk are the official spokespersons for Full Town Council, unless authority for a particular matter is delegated.

#### Responding to Media Enquiries:

- Crewkerne Town Council is often contacted by various media outlets for information or comments on a wide range of issues.
- When an enquiry is made by any media outlet, it is to be directed to the Clerk who will undertake any research necessary to assist her/him to make an informed, considered and timely response. If a Chairman of a Committee is contacted, only the decision of the corporate body should be conveyed.
- In instances where the nature of the media enquiry is deemed **by the Town Clerk** to be of a technical nature and/or of low risk, the staff may direct the enquiry to the Deputy Clerk, Operations Manager, Administrative Officer or Chairman to respond.
- In all media enquiries consideration needs to be given to the information being disclosed in relation to:
  - GDPR and the Council's Data Protection policy
  - Confidentiality
  - Freedom of Information
  - The relevant Council Policy

- The Council takes the protection of personal data seriously and is committed to protecting this information in accordance with the requirements of the General Data Protection Regulation, as detailed in the Council's Data Protection policy.
- The Council will not give out personal data without ensuring that the necessary consent has been obtained.
- **Equal Opportunities and Diversity: must be respected at all times, when dealing with any form of media. The Town Council shall not publish any material which in whole, or in part, appears to be designed to support a political party.**

#### Making Private Statements

- It is important for Councillors and staff to distinguish between instances where they are called upon to comment through the media in an official or private capacity.
- Enquiries where a staff member is asked to give an opinion or statement of a political and/or policy nature it should be referred to the Clerk.
- Councillors and staff should ensure that interviews on a private basis are restricted to comments, personal insights or views on matters. It is important that Councillors emphasise that matters are purely their personal view, not directly related to the Council policy or an employee's work and should not be based on any information that is not in the public domain.
- **The Town Clerk should be informed of any radio or television interviews/statements/comments made by Councillors so that they can be aware of the situation.**

#### Supporting Documents:

- **Code of Recommended Practice on Local Authority Publicity - [Recommended code of practice for local authority publicity](https://www.gov.uk/government/publications/code-of-recommended-practice-on-local-authority-publicity) - GOV.UK ([www.gov.uk](https://www.gov.uk))**
- **Crewkerne Town Council's Social Media Policy - <https://www.crewkerne-tc.gov.uk/wp-content/uploads/2022/07/Social-Media-Policy-October-2021.pdf>.**
- **Crewkerne Town Council's Recording of Meetings Policy - [Recording-Meetings-policy-Feb-2022.pdf](https://www.crewkerne-tc.gov.uk/wp-content/uploads/2022/02/Recording-Meetings-policy-Feb-2022.pdf) ([crewkerne-tc.gov.uk](https://www.crewkerne-tc.gov.uk)).**

Approved Policy & Resources Committee meeting 14 May 2018 Min. No. 17/18 45

**Reviewed Policy & Resources Committee meeting 8 Aug 2022 Min. No.**

	Crewkerne Town Council				
	Schedule for Review of Town Council Policies and Procedures				
Category	Policy/procedure	Date last reviewed	Frequency of review	Date of next review	Comments
Core policies	Financial Regulations	Feb-22	Annual	Feb-23	Amendments re Contract Procedures (Feb 22)
	Standing Orders	Jul-22	Annual	Feb-23	Amendment re post-Brexit contract procedures (July 22)
	Code of Conduct	May-22	4 yearly		New CoC adopted in line with Unitary creation.
	Health & Safety policy	Oct-17	Annual	Feb-22	Under review by H&S officer
Social media/communications policies	Media policy	May-18	4 yearly	Jul-22	Priority for review
	Website policy	Feb-17	4 yearly	Oct-25	
	Social Media policy	Oct-21	4 yearly		
	Community Engagement Strategy	Jan-15	4 yearly		
Finance policies	Investment and Borrowing Management policy	Jan-17	4 yearly		
	Delegation to Officers policy	Jun-16	4 yearly		
	Grant Applications policy	Feb-17	4 yearly	Jul-22	On agenda for July 2022
Policies relating to staff	Training policy	Dec-16	4 yearly		
	Complaints procedure	Jan-15	4 yearly		
	Discipline Policy and Procedures	Feb-11	4 yearly		
	Capability Policy and Procedures	Feb-11	4 yearly		
	Protocol for Councillor and Employee relations	Feb-15	4 yearly		
	Equal Opportunities policy	Jun-17	4 yearly		
	Use of Council vehicles policy	Jun-17	4 yearly		
	Absence management policy	Oct-17	4 yearly		
Policies relating to management of information	Data protection policy	May-18	4 yearly		
	Information security policy	May-18	4 yearly		
	Freedom of Information Model Pub'n Scheme	Feb-16	4 yearly		
	Records management policy	May-18	4 yearly		
	CCTV Policy	Oct-21	4 yearly	Oct-25	Reviewed 2021 to include GRC system. Should be reviewed if any changes to system.
	Policy on audio/visual recording and photography at Council meetings	Feb-22	4 yearly	Feb-26	Scheduled to take account of changes to Sos
Misc.	Allotments policy	Nov-17	4 yearly		
	Child and vulnerable person protection policy	Jun-17	4 yearly		
SUGGESTED POLICIES FOR FUTURE ADOPTION	Flag Flying Protocol				
	Tree Policy				
	Open Spaces Management Policy				

All policies should be reviewed at least once in each cycle of Council, and more frequently should changes to legislation require.

## Flag Flying & Logo Policy

### 1. Introduction

1.1 This policy sets out Crewkerne Town Council's policy for flag flying and the use of logos on its website and social media accounts.

1.2 Flags are traditionally flown by the Town Council for a variety of reasons; to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

1.3 As from Summer 2021 government guidance states that UK Government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown. This guidance is aimed at UK Government buildings; however, they encourage local authorities and other local organisations to follow suit where they wish to fly flags.

### 2. Information

2.1 Crewkerne Town Council owns one flagpole situated at the front of Town Hall.

2.2 The Union flag may be flown at Town Hall all year round unless another flag is being flown.

2.3 Other Flags will be flown on recognised days or for periods of time.

### 3. Union Flag Flying Days

3.1 The Union Flag may be flown at Town Hall all year round if another flag is not being flown.

3.2 The Union Flag, may be flown on the following occasions, in accordance with guidance from the Department for Culture, Media and Sport:

- 21 April: Birthday of Her Majesty the Queen
- 11 November (2nd Sunday in November) Remembrance Day
- 14 November: Birthday of the Prince of Wales

3.2 Dates need to be checked annually on [www.gov.uk](http://www.gov.uk).

3.3 The Town Clerk in consultation with the Mayor has discretion to fly the union flag at other times:

- To celebrate & support sporting events of significance.
- In recognition of a royal visit in consultation with the Lord Lieutenant.
- In respect of a formal visit by another significant dignitary.
- A special event of success in the town.
- Formal Town Council Civic occasions.

### 4. Flying the Union Flag at Half Mast

4.1 According to the College of Arms website, the Union Flag shall be flown at half-mast in the following circumstances:

- From the announcement of the death of the sovereign until the funeral.



In the following cases, half mastings will be by special command from Her Majesty:

- On the death of a member or near relative of the Royal Family or the funeral of members of the Royal Family
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom
- Any other occasions as commanded

4.2 The Department of Culture, Media and Sport will inform Government departments of any other occasions when Her Majesty has given a special command. The College of Arms will publish details of half-masting instructions for the information of local and national government and any other interested bodies or individuals.

4.3 Local government bodies are permitted to fly the Union Flag at half-mast to mark local as well as national commemorations or losses, including the death of present councillors or past Mayors. In this case flags would be flown at half-mast for one day.

- On the death/funeral of a serving officer in the Armed Forces from the town.
- On Holocaust Day in January.
- On the death/funeral of a serving Town Councillor, local Unitary Councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

Note: Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. (The Flag Institutes Flag Flying Protocol).

## 5. Other Flags

5.1 For the second Monday in March the Council will fly the Commonwealth Flag in recognition of Commonwealth Day.

5.2 For St George's Day, 23 April, the Flag of St George may be flown. At the Mayor's discretion, the Flag of St George may be flown to celebrate or support sporting events of significance of an England Team.

5.3 For 11 May, the Council will fly the Somerset County Flag in recognition of Somerset Day.

5.4 Other flags can be flown at the discretion of the Town Clerk and the Mayor.

5.5 For Armed Forces Day, the Council may fly the Armed Forces Day flag.

5.6 For Pride month (June), the Council may fly the Pride flag.

5.7 For 'In Bloom' judging days and in celebration of 'In Bloom' results and awards, the Crewkerne in Bloom flag may be flown.

5.8 Other occasions may be commemorated by flags flown at Town Hall at the discretion of the Town Clerk and Mayor.

*(Recommendation that if Councillors are minded to adopt this policy, the Clerk be asked to purchase a Pride flag and an Armed Forces Day flag).*

## 6. Twinning Flags

6.1 According to the Department for Communities & Local Government's Plain English Guide to Flying Flags, the Council does not need consent to fly any country's national flag.

6.2 Crewkerne Town Council is twinned with the towns of Bure-sur- Yvette and Igny in France. The relevant national flag will be flown when Crewkerne receives visitors from these countries.

## 7. Website Logos

7.1 Crewkerne Town Council has a suite of Crewkerne 'C' logos for use on its website and social media and may use the following logos at the discretion of the Town Clerk:

- Seasonal (summer/spring/autumn)
- Pride
- Remembrance
- Jubilee/royal celebrations

7.2 Other occasions may be commemorated by the use of an appropriate logo on the website or social media at the discretion of the Town Clerk and Mayor.

### Supporting documents:

[Flying flags: a plain English guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flying-flags-a-plain-english-guide)

Adopted at the meeting of the Policy and Resources Committee on:

Review by: