

## **Llandrindod Wells Town Council**

### **Working Environment Policy**

This policy document forms part of the Llandrindod Wells Town Council Health & Safety policy

#### **Relevant Legislation**

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Workplace (Health Safety and Welfare) Regulations

#### **Policy**

The Town Council recognises the need to provide a working environment that is safe and without risk to health, so far as is reasonably practicable, including:

- Ventilation
- Temperature
- Lighting
- Cleanliness and disposal of waste materials

#### **Evaluation and Assessment**

An evaluation will be carried out of the workplace environment for the purpose of ensuring that the minimum statutory requirements are met or exceeded. The effects of ventilation, temperatures, lighting and cleanliness will also be taken into account when assessing the risks arising from specific work activities including the safe circulation of pedestrians and vehicles.

#### **Ventilation**

Enclosed workplaces will be effectively and suitably ventilated with sufficient fresh or purified air. In circumstances where mechanical ventilation is used, it will include a failure warning device, where necessary.

#### **Temperature**

All reasonable steps will be taken to ensure the temperature in all internal workplaces during working hours is reasonable for the activities undertaken.

A sufficient number of thermometers will be provided to enable the temperature of internal workplaces to be determined.

**Lighting**

Suitable and sufficient lighting will be provided at every workplace, so far, as is reasonably practicable, by natural light.

In situations where the failure of artificial lighting will create a danger, suitable and sufficient emergency lighting will be provided and powered independently from normal lighting.

Every workplace and the furniture, furnishings and fittings in it will be kept sufficiently clean and the surfaces of the floors, walls and ceilings of all workplaces inside buildings will be capable of being kept sufficiently clean.

Waste materials will not, so far as is reasonably practicable, be allowed to accumulate in the workplace except in suitable receptacles.

**Records**

Records will be kept of:

- maintenance of ventilation systems and lighting
- cleaning arrangements and routines

Draft Prepared	27.11.19
Draft Presented to Committee	06.01.20
Adopted by Full Council	21.01.20