



## **HEALTH AND SAFETY POLICY**

Health and Safety at Work Act 1974

Contents:	I	General Statement of Intent
	II	Organisation
	III	Arrangements

Part I of this document states the Council's general aims in regard to employees' health and safety. Parts II & III set out the action plan to achieve these aims.

### **I General Statement of Intent**

- 1 The Council recognises its responsibility for the health and safety of its employees and is committed to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of its employees.
- 2 The commitment exists at all levels of the organisation.
- 3 The Council notes and accepts its duty as an employer to take all practical and reasonable steps to
  - safeguard health, safety and welfare at work
  - provide safe systems of work
  - provide and maintain safe plant and equipment
  - provide a safe and healthy working environment
  - provide information and training in safe practices
  - have regard for the health and safety of others who may be affected by the activities of the Council e.g. self employed people, contractors, other users of the premises, members of the public
- 4 The Council will have regard to health and safety legislation, approved codes of practice, guidance notes and other relevant information issued by the Health and Safety Executive.
- 5 Responsibility for health and safety lies with both employers and employees, and the Council expects co-operation from employees to achieve its aims in respect of health and safety. Dereliction of duty in respect of health and safety may be treated as a disciplinary offence.
- 6 The Council will review and revise its safety policy as necessary and appropriate, will consult with employees on the policy, and will bring the policy and any subsequent amendments to the attention of employees.

### **II Organisation**

- 1 Members of the Council have the overall responsibility for health and safety.
- 2 Day-to-day responsibility for implementation is delegated to the Town Clerk in the first instance, and then by such further delegation as may be put in place by the Town Clerk.
- 3 Supervisors of employees are responsible for the detail of the health and safety of those employees.

- 4 Employees have a duty
  - to take reasonable care to avoid injury to themselves or others (employees, contractors, public etc)
  - to co-operate to meet statutory requirements
  - not to interfere with or misuse anything provided to protect safety
  - to obey safety rules
  - to familiarise themselves with health and safety instructions
  - to report all accidents and incidents and to assist with the investigation of such
- 5 The Town Clerk and other supervisors will meet with employees from time to time and as necessary to discuss matters relating to health and safety. All employees should raise any health and safety concerns with their supervisor or with the Town Clerk as soon as those concerns become apparent.

### **III Arrangements**

- 1 The Council will issue detailed guidance and instruction and give training and supervision as necessary. It will assess the risks arising from its activities and take appropriate action.
- 2 Detailed policies, procedures, systems and practices in respect of health and safety will be drawn up as necessary for specific aspects of the Council's activities to ensure compliance with the relevant legislation and guidelines. They will form annexes to this policy.
- 3 The Town Clerk and/or other supervisors will from time to time carry out checks to ensure that employees are working safely. Workplaces and equipment will also be subject to regular checks in respect of health and safety.
- 4 Hazards and defects should be reported to the Town Clerk or a supervisor immediately. If reports are made verbally in the first instance, they should be followed up by a written report confirming the nature of the problem, its severity, and any recommendation for action.
- 5 The Council will engage the services of specialists as necessary to advise or carry out tasks which it is unable to do itself.
- 6 The Council will make such reasonable resources available as are required to ensure health and safety at work.
- 7 Good communication is vital to the success of health and safety arrangements and will be inherent in the activities of the Council and its employees.

*This document was reviewed by the Council's Resources and General Services Committee on 8 October 2014.*