

## Health and Safety Policy

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The Town Council recognises its responsibility for the health and safety of its employees and is committed to pursuing a policy which ensures the health, safety and welfare of its employees. This statement is a declaration of its intent to establish a safe and healthy working environment for all of the Council's undertakings.

All levels of the organisation are expected to share and further develop the Council's attitude towards health and safety and all employees have a responsibility to identify and take appropriate steps to rectify unsafe working situations.

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 training of employees to enable them to carry out their work safely and providing 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

The Council is committed to continual improvement of its health and safety performance to ensure that the best practices are implemented. Every employee is expected to acquaint him/herself with the Council's system on health and safety as detailed in this policy.

The Council will review and revise its safety policy as necessary and as appropriate. It will consult with employees on the policy and will bring the policy and any subsequent amendments to the attention of the Council.

### **Responsibilities**

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.

1. Members of the Council have the overall responsibility for health and safety.
2. Day-to-day responsibility for implementation is the responsibility of the Clerk in the first instance, or of those delegated by the Clerk.
3. Supervisors in maintenance roles are responsible for the health and safety of their employees.
4. Employees have a duty to take reasonable care to avoid injury to themselves or others (i.e. employees, contractors, public etc) and:
  - 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 accidents or incidents.

### **Risk Management Process**

1. The Council will issue detailed guidance, instruction and provide training as necessary. It will assess the risks arising from its activities and take appropriate action.
2. Policies and procedures in respect of health and safety will be drawn up as necessary for specific aspects of the Council's activities.
3. The Clerk, or those delegated by the Clerk, will carry out checks to ensure that employees are working safely on a quarterly basis. 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 Clerk 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 undertake itself.
6. The Council will make such reasonable resources available as are required to ensure health and safety at work.

Signature .....

Town Mayor .....