



Broseley Town Council

HEALTH AND SAFETY AT WORK POLICY

INTRODUCTION

The Town Council recognises that it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities.

The Town Council regards the promotion of health and safety as a fundamentally important objective for all employees, at all levels and in all activities.

Reference to employees also applies to volunteers working on behalf of the Town Council.

OBJECTIVES

The Council shall:

- Provide adequate resources to control the health and safety risks arising from our activities
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Maintain premises and provide and maintain a safe working environment and equipment
- Provide information, instruction and supervision for employees
- Provide adequate training and ensure that all employees are competent to do their tasks
- Carry out regular risk assessments to identify proportionate and pragmatic ways of reducing these to acceptable levels
- Only engage contractors who are able to demonstrate due regard to health and safety matters
- Review this policy at least annually and update it to take account of changes to the Council's activities and any changes to legislation
- Bring any changes to this policy to the attention of all employees.

STRUCTURE FOR HEALTH & SAFETY

The Town Council has ultimate responsibility for the health and safety of Broseley Town Councils Employees.

The Town Council shall ensure that:

- All Town Council employees work to promote a positive health & safety culture through the organisation
- All Town Council actions, decisions, policies and plans have regard to its statutory health and safety obligations
- Adequate resources are made available for the implementation of health and safety
- They will promote the active participation of workers in improving health and safety performance
- The Town Clerk is the designated person with overall responsibility for ensuring compliance with Health and Safety legislation.

The Town Clerk shall ensure that:

- This policy is implemented, monitored, developed and communicated effectively

- Adequate insurance cover is provided at all times
- There is regular communication and consultation with staff on health and safety matters
- Safe working practices are developed, implemented and maintained
- Accidents, ill health and 'near miss' incidents are recorded, investigated and reported
- Safe systems of work and Risk Assessments are in place at all times
- That regular inspection controls are undertaken on all Council work equipment
- Ensure that all employees receive adequate training, information and supervision to maintain safe standards.

All Council employees are required to:

- Make themselves familiar with and conform to this policy
- Observe safety rules at all times
- Where required, wear protective clothing and use appropriate safety devices provided
- Report all accidents, injuries to persons and damage to vehicles and equipment to their line manager
- Know the location of First Aid facilities
- Report all safety hazards as a matter of urgency to their line manager
- Know what to do in the case of fire, or other emergency and the location of firefighting equipment
- Maintain good housekeeping at all times

FIRE SAFETY

- All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.
- Fire risk assessments will be conducted annually for all Council premises
- Emergency plans, including evacuation plans, will be established for the Council Offices and any other location routinely used for Council business
- The Town Clerk is responsible for ensuring all fire safety tests and drills are logged in a records book
- Where the management of Council premises is subject to a management agreement fire safety and health and safety obligations and procedures shall be as set out in the management agreement.

CONTRACTORS AND VISITORS

- The Town Council shall ensure that where contractors or sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the Health & Safety at Work Act 1974
- The Town Council shall ensure that those not in employment by the Town Council, including the general public are not exposed to risks to their safety or health when on Town Council premises or at events organised by or on the behalf of the Town Council.

Review of this Policy

This policy will be reviewed as required but not less than once a year.

<i>Date approved:</i>	
<i>Written By:</i>	<i>Jenna Munday (Deputy Town Clerk)</i>
<i>Minute no:</i>	
<i>Review date:</i>	<i>July 2023</i>

