



Broseley Town Council

HEALTH AND SAFETY POLICY

This document sets out the Health & Safety Policy of Broseley Town Council, as required by the Health & Safety at Work etc. Act 1974.

1. Broseley Town Council recognises and accepts the responsibilities as an employer for providing a safe and healthy place and working environment for all its employees.
2. The Council will take all steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:
 - a. Plant, equipment and systems of work that are safe.
 - b. Safe arrangements for the use, handling, storage and transport of articles and substance.
 - c. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - d. A safe place of work and safe access to it.
 - e. A healthy working environment.
 - f. Adequate welfare facilities.
3. Whilst appreciating that the prime responsibility for ensuring safe conditions of work is that of the Council through its Clerk, the Council will provide competent technical advice on safety and health matters where this is necessary.
4. No safety policy is likely to be successful unless it actively involves employees. In this connection the Council reminds its employees of their own duties under Sections 7 and 8 of the Health & Safety at Work etc. Act 1974 to take care for their own safety and that of other workers, not to interfere with or misuse equipment, materials or facilities provided and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully.
5. The Council requires all persons, including employees, contractors and members of the public visiting Council premises to observe all safety rules, instructions, procedures and safety legislation applicable to those premises.
6. **Fire Procedure and Drills**

Employees should be aware of the procedure to be followed in the event of fire. Notices detailing this procedure are displayed on Council premises.

7. **First Aid Facilities**

Appropriate first aid equipment is kept at the Cemetery and Council office. The Council will appoint a First Aid Officer and provide appropriate training.

8. **Accidents**

Any accident suffered by an employee must be recorded in the Accident Book provided, either at the Cemetery or the Council office. The Personnel Group will be provided with a list of any accidents or near misses prior to their meetings.

9. A copy of this Policy will be issued to all employees. It will be reviewed, added to or modified from time to time, and it may be supplemented in appropriate cases by further statements relating to the work of particular areas or groups of workers.

Approved 13th May 2014