



## **HEALTH & SAFETY POLICY**

It is the responsibility of all councillors, employees and volunteers of the Council to be aware of the following policy statements on Health and Safety, of the organisational arrangements and to implement these policies.

### **GENERAL STATEMENT**

- Reepham Town Council recognises and accepts its responsibilities as an employer for providing and maintaining a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- The Council will meet its responsibilities under the Health and Safety at Work etc Act 1974 and other applicable legislation, and will provide as far as is reasonably practicable, adequate resources to control any health and safety risks.
- The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
- The Council will consult with employees on matters affecting their health and safety to prevent accidents and cases of work related ill health.

### **AIMS OF THE HEALTH AND SAFETY AT WORK POLICY**

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

### **ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK**

The Town Clerk is the designated officer with overall responsibility for ensuring compliance with Health and Safety legislation and will:

- Keep up to date with relevant Health and Safety policy legislation.
- Ensure adequate insurance cover is provided at all times.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
- Ensure this policy is implemented, monitored, developed and communicated effectively.

- Ensure that matters of Health and Safety are regularly discussed at meetings of the Town Council.
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
- Only engage contractors / volunteers who are able to demonstrate due regard to health and safety matters.
- Ensure there is regular communication and consultation with staff on health and safety matters
- Ensure that all employees receive adequate training, information and supervision to maintain safe standards.
- Ensure safe working practices are developed, implemented and maintained
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Ensure accidents, ill health and ‘near miss’ accidents are recorded, investigated and reported and immediate action is taken to prevent a recurrence.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

- Make themselves familiar with and conform to this policy.
- Observe safety rules at all times
- Take reasonable care for their own Health and Safety, and where required, wear protective clothing and use appropriate equipment.
- Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- Report all safety hazards as a matter of urgency to the Town Clerk
- Know the location of First Aid facilities
- Know what to do in the event of fire, or other emergency and know the location of the fire-fighting equipment
- Not misuse any equipment, tools or materials so as to cause risks to Health and Safety.
- Observe safe standards of behaviour and dress
- Maintain good housekeeping at all times
- Report to the Town Clerk, all accidents, injuries to persons and damage to vehicles / plant / equipment

## **FIRE SAFETY**

All employees have a duty to take steps to ensure that 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 safe practices

Fire risk assessments will be conducted annually for all Council premises

Emergency plans, including evacuation plans, are established for the Council office, Town Hall and Stimpson’s Piece Pavilion.

The Town Clerk is responsible for ensuring that all fire safety tests and drills are routinely carried out and logged in a records book

## **CONTRACTORS AND VISITORS**

The 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.

The Council shall ensure that those not in the employment of the council, including the general public are not exposed to risks to their safety or health when on Council premises or at events organised by or on behalf of the Town Council.

## **REVISION OF SAFETY POLICIES AND PROCEDURES**

The Council will review this policy at least annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.

Signed: .....

Dated:.....

Chairman of Reepham Town Council

Last reviewed 14<sup>th</sup> March 2018, Minute reference TC18/52