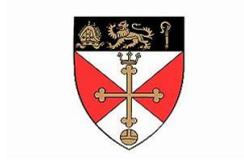


Malmesbury Town Council



Health and Safety Policy

Ratified by Policy and Resources committee 4.9.19

Adopted by Full Council 26.11.19

Review date: November 2021

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Policy Statement

Malmesbury Town Council accepts its Health and Safety responsibilities with regard to its staff, councillors, and other people who may be affected by its activities. This policy aims provide its staff with a working environment that is both healthy and safe, and that statutory requirements and principles of good practice are fully observed.

Malmesbury Town Council acknowledges and is committed to the objectives of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations (1992). It expects the full co-operation of all its employees, contractors and service agents to ensure that the highest attainable standards are worked to, whilst recognising continuous improvement.

Health and Safety Policy Aims

Malmesbury Town Council aims to;

- ✓ Provide a safe and healthy working environment and safe system of working for all its employees.
- ✓ Ensure that all plant, equipment and tools comply with known statutory standards.
- ✓ Provide appropriate safety clothing and equipment where required by statute or otherwise.
- ✓ Ensure that all such items are used effectively and are adequately maintained.
- ✓ Provide information, instruction, training and supervision as necessary to ensure and improve the Health and Safety and Welfare at work of all its employees, contractors and subcontractors.
- ✓ Provide opportunities for employees and their representatives to be consulted and to participate in matters affecting Health and Safety.
- ✓ Ensure compliance with all statutory requirements which are prescribed in the Health and Safety Work etc. Act 1974 and other regulations.
- ✓ To have regard to recognised "Codes of Practice".
- ✓ To ensure that due care and attention is paid to the Health and Safety of persons who are not employees and who may be affected by the Council's activities.
- ✓ To make the Council's employees aware of their own duties under section 7 of the Health and Safety at Work etc. Act 1974, to take care of their own safety and that of other persons, and to co-operate with the authority to enable it to carry out its safety and responsibilities effectively.

Duties and Responsibilities

Council

The Town Council is the body corporate on which the duties of the Health and Safety at Work Act 1974 are placed. These duties will be implemented via the various Town Council Committees who will ensure provision of adequate resources to enable them to carry out the Council's Health and Safety policy.

Town Clerk

The Town Clerk has overall responsibility to the Town Council for the implementation of Health, Safety practices. The Town Clerk will establish an effective safety organisation with delegation of day to day health and safety responsibility to other members of the Council team appropriate to their role, competence, and level of responsibility.

The Town Clerk will:

- Review the policy on health, safety and welfare on a regular basis and revise it when necessary.
- Arrange risk assessments in order to identify measures to ensure compliance with the Council's duties under Health and Safety legislation.
- Support line management in their efforts to achieve high health, safety and welfare standards.
- Establish an effective system of communication between management and employees.
- Determine priorities for health, safety and welfare and make recommendations where necessary to appropriate committees.
- Delegate to staff authority to deal with health, safety and welfare matters under their control and hold them accountable for their actions.
- Receive reports of all accidents and dangerous occurrences, document and conduct investigations to determine all underlying causes, take appropriate remedial action and ensure that where appropriate the enforcing authorities are informed.
- Ensure that all accidents and dangerous occurrences are properly reported, and the appropriate authorities informed.

Manager and supervisors will;

- Be responsible for all aspects of health, safety and welfare in their work area as part of their management function.
- Ensure that employees under their control understand all aspects of health, safety and welfare.
- Carry out risk assessments in order to identify and manage hazards so that the risks of injury and ill health are minimised.
- See that safe working procedures and practices are observed.
- Where there is an immediate threat of injury, order to stop until safe working methods can be adopted.
- Regularly inspect the workplace and liaise with management on matters affecting health, safety and welfare at work.
- In cases where an employee has specialised knowledge and is carrying out specialist work in a particular area to consider the health, safety and welfare of any other employees or person who may be affected by that work.
- Ensure that new staff are introduced to the workplace with sufficient information, instruction, training and supervision so as to be safe. Particular regard shall be given to young persons, expectant mothers or anyone unfamiliar with the work area.
- Ensure that the health, safety and welfare of the public and visitors are not adversely affected by the work activities.

- Receive reports of all accidents and dangerous occurrences, document and conduct investigations to determine all underlying causes, take appropriate remedial action and ensure that where appropriate the enforcing authorities are informed.

Employees and volunteers will:

- Be responsible for all aspects of health, safety and welfare in their work area their job role and functions.
- Ensure they understand all aspects of health, safety and welfare in their work area their job role and functions, or seek advice where clarification is needed.
- Carry out or participate in relevant risk assessments, as appropriate, in order to identify and manage hazards so that the risks of injury and ill health are minimised.
- See that safe working procedures and practices are observed, and where necessary seek managerial support, clarification, or if appropriate challenge other employees if unsafe practices are observed.
- Where there is an immediate threat of injury, stop, report, or order to stop until safe working methods can be adopted.
- Regularly inspect their immediate workplace, tools and equipment, and liaise with their line-manager on matters affecting health, safety and welfare at work.
- Participate in health and safety training as required.
- Support the induction of new staff in the workplace by way of information, instruction, training and supervision so as to be safe as appropriate.
- Ensure that the health, safety and welfare of the public and visitors are not adversely affected by the work activities.
- Report all accidents and dangerous occurrences to the Town Clerk.

Councillors will:

- Share responsibility for all aspects of health, safety and welfare in the Council's activities and business as a whole.
- Consider Health and Safety matters when carrying out Councillor functions and activities.
- Periodically monitor Health and Safety working procedures, and bring to the attention of the Town Clerk if unsafe practices are observed.
- Where there is an immediate threat of injury, stop, report, or order to stop until safe working methods can be adopted.
- Participate in health and safety training as required.
- Report all accidents and dangerous occurrences to the Town Clerk.
- Take account of the Asbestos management survey.

Contractors will:

- All contractors visiting any facilities under the management of Malmesbury Town Council must follow the following Health and Safety guidance to ensure the safety of the public, staff, and visitors to the facility.
- Contractors are required to comply with all Health and Safety Legislation/Regulations as well as the Council's Health and Safety Policy.

- On arrival contractors must report to the main office, sign in and wait for the staff member to direct you to the place/area of work.
- The contractor must inform the Council in advance of the materials and equipment that is intended for use, risks assessments and COSHH safety data sheets and other information must be supplied as appropriate.
- Appropriate barriers must be installed around the working area to ensure staff and the public are not at risk from tools, equipment or materials.
- Water and cables must not obstruct pedestrian movement.
- Where it is necessary to close a corridor appropriate signage must be installed to show alternative routes.
- Access to water, electricity and waste disposal must be agreed with the relevant staff member.
- Contractor's safe and tested electrical equipment, tools and equipment appropriate to the works and situation.

Vehicles and Road Safety

- All vehicles owned or operated by Malmesbury Town Council must be maintained in a safe and roadworthy state at all times.
- Weekly full safety checks are to be conducted and a record made of all maintenance or repairs conducted.
- In addition to the above the operator/driver of any vehicle must check the roadworthiness on a daily basis.
- Any driver/operator having any license, insurance or medical reasons that may impede their physical or lawful driving capacity must report the details immediately to their supervisor/ line manager.

Training

The Council recognises the need for training for Health and Safety Purposes so that staff are able to effectively;

- Advise the Council on Health and Safety legislation, its implication and implementation.
- Monitor the effectiveness of the Council's Health and Safety policy as it affects employees, contractors and members of the public.
- Foster a positive and proactive Health and Safety approach at all levels
- Advise on safe systems of work.
- Carry out inspections on Council owned premises.
- Investigate accidents involving employees and members of the public resorting to Council premises.
- Liaise with the Health and Safety Executive (HSE) as necessary.

Review

The Council's Health and Safety Policy shall be made available to all staff and reviewed every three years, or as needed.

Reporting Incidents

Accidents and incidents can be reported on-line at www.hse.gov.uk

<http://www.hse.gov.uk/contact/contact.htm>

<http://www.hse.gov.uk/riddor/report.htm>

0300 003 1647 and we will fill in the form with you. Our lines are open Monday to Friday from 8.30am to 5pm (on Wednesdays we are open from 10am to 5pm).