

ALCESTER TOWN COUNCIL
HEALTH AND SAFETY POLICY
August 2019

1. INTRODUCTION

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

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

2. OBJECTIVES

The Council shall:

- Provide an organisational structure that defines the responsibilities for health and safety.
- Provide adequate resources to control the health and safety risks arising from its activities
- Encourage staff to identify and report hazards so that everyone can contribute towards improving safety
- Maintain premises and provide and maintain safe plant 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 and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Only engage contractors who are able to demonstrate due regard to health and safety matters
- 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.

3. ORGANISATIONAL STRUCTURE

The Full Council has ultimate responsibility for the health and safety of

Alcester Town Council but discharges this responsibility through the Town Clerk to individual employees.

The Council shall ensure that:

- It will provide the lead in developing a positive health and safety culture through the organisation
- All its decisions reflect its health and safety intentions
- Adequate resources are made available for the implementation of health and safety
- It 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
- Ensure that all employees receive adequate training, information and supervision to maintain safe standards.
- Suitable budgetary provision is made for health and safety.

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 to their line manager all accidents, injuries to persons and damage to vehicles/plant/equipment
- Know the location of First Aid facilities
- Report all safety hazards as a matter of urgency to their immediate line manager
- Know what to do in the case of fire, or other emergency and the location of fire fighting equipment
- Maintain good housekeeping at all times
- Observe safe standards of behaviour and dress
- Lone workers must carry a fully charged, switched on mobile phone at all times, the number of which must be given to another staff member, and a check in procedure agreed with the staff member appropriate to the nature of the work.

4. 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, fire safety tests and drills are undertaken by Warwickshire County Council at Globe House.

A fire risk assessment was carried out at the Jubilee Centre in April 2019 and fire equipment is maintained annually. The terms and conditions of hire for the Jubilee Centre inform users of the Centre of the importance of fire safety.

5. 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 1974*

The Council will use reasonable endeavours to ensure that those not in 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 the behalf of the Town Council.

August 2019

Approved by Presidium – 27th August 2019

Adopted by Full Council – 3rd September 2019

To be reviewed September 2020