



HEALTH AND SAFETY POLICY

1. General Statement of Policy

- 1.1 Selby Town Council recognises its obligations to comply with the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems or work for all our employees so as to keep the risk of harm to a level which is As Low As Reasonably Practicable (ALARP).
- 1.2 The Town Council recognises and accepts its responsibility to protect the health and safety of all visitors to the workplaces and Town Council controlled property including contractors, temporary staff and any members of the public who might be affected by its activities. The Town Council will co-operate on health and safety matters with other organisations sharing working space with them.
- 1.3 A copy of this policy will be kept alongside the Staff Handbook and all staff will be required to read and acknowledge this as part of their induction and at any time when the Policy is amended. The policy will be kept up to date and the way in which it has operated will be reviewed each year by the Finance and Staffing Committee.
- 1.4 The specific arrangements for the implementation of the policy and the personnel responsible are set out below.

2. Responsibilities and arrangements for health and safety management

2.1 The Town Council

- 2.1.1. The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities e.g. users, volunteers, members of the public
- 2.1.2. The Town Council, as the employer, has overall and final responsibility for health and safety matters at the Town Council and for ensuring compliance with the health and safety legislation. However the day to day responsibility and functions is delegated to the Town Clerk
- 2.1.3. The Town Council will review the operation of its health and safety policy annually through the Finance and Staffing committee

2.2 The Clerk

The Clerk has overall responsibility for ensuring that the health and safety policy is adhered to at the Town Council's premises and any other locations at which the Town Council's staff may be working. In particular the Clerk will ensure that:

- Risk Assessments are undertaken and reviewed for all activities that may result in harm, that control measures are identified and implemented, that the results written up and staff are briefed on the results of the risk assessments and control measures
- Line Managers and supervisors are aware of their responsibilities to their staff and volunteers
- Employees receive sufficient information, training and supervision on health and safety matters and that records are kept of such training
- Employees have adequate time, resource and equipment to carry out tasks safely
- Employees understand that, should they have any Health or Safety concerns, that they have a duty to report them and (if appropriate) cease work until adequate arrangements are in place
- There are arrangements in place to monitor the maintenance of the premises and equipment and working practices
- There are adequate arrangements to liaise and co-operate on health and safety matters with other employers with whom the Town Council may share premises or activities
- Ensure that staff and members of the Town Council who undertake any health and safety work or monitoring on behalf of the Town Council have the time, facilities and resources to carry out their business effectively
- Accidents are investigated and reported to the Town Council and the Health and Safety Working Group and other statutory bodies
- Ensure that staff are notified of the Competent Persons, Fire Marshalls and First Aiders, and that these details are prominently displayed on staff notice boards

2.3 Competent Persons

2.3.1 The Clerk will appoint from amongst the Town Council's employees, at least one additional "competent person" as defined in the Management of Health and Safety at Work Regulations 2014¹

2.3.2 Competent persons will report to the Clerk and will assist in assessing the health and safety risks to the Town Council's employees, visitors and the public, and devising and applying measures to improve health and safety. The Clerk will ensure that the competent persons have adequate time, information, training and resources to undertake their task

2.3.3 The Clerk will ensure that all employees are told who the competent persons are

2.3.4 The names and contact details of the Competent Persons will be prominently displayed on staff notice boards at all permanent work locations.

2.4 Health and Safety Working Group

2.4.1 As part of this policy, the Town Council will establish a Health and Safety Working Group which shall comprise:

- 1 x Staff Representative
- 1 x Management Representative
- 2 x Member of the Town Council

2.4.2 The Working Group will have the following terms of reference:-

- To monitor the implementation of the Town Council's health and safety policy including risk assessments

¹ Health and Safety Work Regulations updated 16 July 2014 with extra duties that apply to workplaces with more than 5 employees

- to monitor and review all health and safety incidents and make recommendations where appropriate
- carry out an annual inspection of the Town Council's premises using the agreed checklist and report its findings and recommendations to the Finance and Staffing Committee

2.5 All employees

- 2.5.1** All employees have the responsibility to co-operate with the Clerk and the Town Council to achieve a safe and healthy workplace and to take reasonable care of themselves and others and to comply with agreed methods of working.
- 2.5.2** Employees must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety Policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Town Council's Disciplinary Procedure.
- 2.5.3** Whenever an employee notices a health or safety problem they must immediately inform their line manager or one of the competent persons named above (or the Fire Marshalls or First Aider if this seems more appropriate) for them to record the issue and prevent it from happening again. They may also inform the Clerk. Employees have the right to cease any operation where they feel that health and/or safety is a problem until the matter is resolved.
- 2.5.4** Health, safety and welfare matters may be raised by any employee at the Town Council's Team Meetings.

2.6 Fire Marshalls

- 2.6.1** The Town Council will appoint two Fire Marshalls who shall receive appropriate training. The names and contact details of the Fire Marshalls will be prominently displayed on staff notice boards at all permanent work locations. The responsibilities of the Fire Marshalls are to:
- Meet on a regular basis with the Clerk
 - Be instructed on potential fire hazards and the use of fire fighting equipment
 - Ensure the Clerk arranges the testing of fire alarms and fire drills
 - Assist with the efficient evacuation of the Town Council's staff and visitors
 - Liaise with the Emergency Services and Clerk at the assembly point
 - Ensure the Town Council's staff are aware of the fire alarm and fire drill

2.7 First Aiders

- 2.7.1** The names and contact details of First Aiders, who have undertaken a recognised First Aid at Work training course approved by the Health and Safety Executive will be prominently displayed on staff notice boards at all permanent work locations. Other persons will be identified and trained as reserves.
- 2.7.2** The trained first aiders will ensure that the first aid box is kept in the correct place, contains the items laid down in the Code of Practice and Guidance notes published by the Health and Safety Executive (and nothing else) and is regularly restocked and kept up to date.

2.8 Reporting and Recording

- 2.8.1** The Clerk be responsible for ensuring accurate record keeping in accordance with current Health and Safety Regulations.

2.9 Risk Assessment

2.9.1 The Clerk will ensure that a competent person carries out appropriate Risk Assessments in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved code of Practice (ACOP). Such Risk Assessments and the resulting Control Measures will be written up and be briefed to all relevant staff.

2.9.2 The written Risk Assessments will be reviewed and updated annually to ensure they cover all employees against all risks and to ensure that any action identified as needed in the Risk Assessments has been carried out. The Risk Assessments will also be updated every time that there is a major change in working practices. The Risk Assessments will cover all the Town Council’s employees, wherever they may be based and will cover all aspects of their work.

3.0 Training

3.1 The Clerk will ensure that new employees and volunteers receive information on health and safety as part of their induction and when anything changes and at regular intervals (eg no more than 12 months)

3.2 The Clerk ensures that training for employees and volunteers on health and safety matters as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment. The Clerk will ensure that training for appropriate use of equipment and any special training is organised

3.3 If employees and volunteers consider they have health and safety training needs they should inform their line manager or supervisor, who will be responsible for arranging any agreed training needs. The line manager records the completed training to ensure it is up to date.

4. Land and Building Maintenance

4.1 The Town Council has a responsibility to provide a **safe and healthy environment** for staff, visitors, general public and volunteers. The Clerk will be responsible for ensuring that any necessary repairs identified are carried out swiftly with the minimum of disruption.

Signed:
Chair of the Town Council

Date:

Date of Approval	30.10.17
Latest date of next Review	October 2018
Cross Reference Documents	Health & Safety Procedure