



# **TODMORDEN TOWN COUNCIL**

## **HEALTH & SAFETY POLICY**

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## **Section 1 - Health Safety and Welfare Policy**

- 1.1 Todmorden Town Council is committed to providing a safe and healthy working environment for both our employees and all others affected by our activities, and as the provision of services increase, this policy will be kept under review and where appropriate service specific policies developed.
- 1.2 The Members of Todmorden Town Council accepts their responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities.
- 1.3 Todmorden Town Council declares its intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, Workplace (Health and Safety and Welfare) Regulations 1992 and all other relevant statutory provisions.
- 1.4 By ensuring that all our operations and activities comply with the statutory Health and Safety regulations we aim to prevent any accidents, personal injury or ill health arising from work activities.
- 1.5 This will be achieved by: -
  - a) Providing and maintaining workplaces which are without risk to the Health and Safety of any employee, contractor, visitor, or user of premises.
  - b) Providing a working environment of a standard which will ensure the Health and Safety of its employees and other persons who are likely to be affected by the Council's activities.
  - c) Assessing the risks to the Health and Safety of employees and of anyone else who could be affected by its work activities, by developing and implementing safe working arrangements for all activities which have been identified through risk assessment as being a significant risk to safety or health.
  - d) Recording the significant findings of such assessments and make them available to employees, contractors, and users of premises.
  - e) Compiling and implementing practical codes of Health and Safety practice and basing these on risk assessments.
  - f) Providing, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
  - g) Instituting procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
  - h) Making proper arrangements for the safe use, handling and storage of all articles and substances used by the Council.

- i) Promoting the instruction and training of employees in matters of Health and Safety, to enable them to recognise and avoid hazards at work.
- j) Informing employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
- k) Providing and maintaining, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
- l) Providing first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises (Health and Safety, First Aid Regulations 1981).
- m) Instituting a procedure for the recording of all accidents and instances of ill health occurring because of the Council's activities and ensure that such incidents are investigated.
- n) Providing satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
- o) Advising all employees, contractors, and users of premises of their obligations in Health and Safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
- p) Ensuring every employee is issued with a copy of this policy, which will be reviewed on a regular basis by the appropriate Committee.

## **Section 2 – Organisation**

- 2.1 The primary responsibility for Health and Safety matters within the authority lies with the Town Clerk. Where responsibility is delegated to others for service delivery, including event delivery, it is their duty to ensure the Health and Safety of all employees.
- 2.2 The Town Clerk /Responsible Financial Officer will ensure that adequate financial and other resources are made available to support and implement the Policy.
- 2.3 The Town Clerk will ensure that those officers of the authority delegated with Health and Safety responsibility will receive appropriate training in order to be able to carry out their duties responsibly and if necessary appoint competent persons to assist the Council to apply the provisions of Health and Safety legislation.
- 2.4 The Town Clerk shall ensure that those not in the employ 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.
- 2.5 The Town Clerk will also ensure that any additional services being delivered, that require specific Health and Safety policies, will if not already available, be available prior to assuming responsibility for such additional service delivery.

- 2.6 The approval of this Policy and subsequent amendments fall within the jurisdiction of the Staffing Committee.

### **Section 3 - Employees Responsibilities**

- 3.1 All employees have responsibilities under current Health and Safety legislation: -
- a) To positively contribute towards improving Health and Safety performance.
  - b) To take reasonable care of their own Health and Safety.
  - c) To give due consideration to others whose Safety and Welfare may be affected by their acts or omissions at work.
  - d) To undertake Health and Safety training as requested, including refresher training and to work in accordance with information, instruction and training provided.
  - e) To use personal protective equipment supplied as required by statute, policy, or mutual agreement.
  - f) To report any hazardous defects in plant or machinery or any shortcomings in existing safety arrangements.
  - g) To report any accidents or near misses to management at the earliest opportunity.
  - h) To use all equipment correctly and refrain from misusing or recklessly interfering with equipment that has been provided for Health and Safety reasons.

### **Section 4 - Health Safety and Welfare Assistance**

- 4.1 The Town Clerk will be the first point of contact to seek
- a) Advice and support and guidance
  - b) Advice on interpretation and application of health and safety legislation.
  - c) Advice on investigating the cause and circumstances of serious accidents and incidents.
  - d) Advice on Risk Assessments and control measures
  - e) Advice on liaising with The Health and Safety Executive
- 4.2 The Town Clerk will monitor Health, Safety and Welfare performance and has the authority to enter any Todmorden Town Council premises for the purpose of ensuring compliance with this policy.
- 4.3 Any employee with a complaint about safety issues should refer the matter to his/her immediate line manager who in turn will provide a direct response to the complainant. If not satisfied the complaint may be escalated to the Town Clerk and if still not satisfied may be heard Staffing Committee in private session. (notwithstanding any provision set out in the Grievance Procedure)

### **Section 5 - External Contractors**

- 5.1 All contractors used by Todmorden Town Council must demonstrate their Health and Safety competence and where requested provide specific Risk Assessments and Method Statements of how they intend to carry out their work safely.

- 5.2 Contractors Health and Safety performance will be monitored and if they have poor Health, Safety or Welfare performance they will be excluded from undertaking any further work for the Council.

## Section 6 - Monitoring and Auditing

- 6.1 The principles of HSG 65 will be used as the practical guide for implementation of the Health and Safety systems for Todmorden Town Council - see Section 8.
- 6.2 As Todmorden Town Council assumes responsibility for additional services to deliver; the Town Clerk will continue to monitor Health and Safety to ensure that standards achieved in the workplace conform to this Health and Safety Policy and where appropriate, introduce additional monitoring and auditing processes.
- 6.2 An annual report will be submitted to the Staffing Committee regarding the authorities' safety performance and conformity to good practice.
- 6.3 The authority may at the discretion of the Staffing Committee arrange for an independent Health and Safety Audit to be undertaken should the level of activities substantially increase, or concerns be expressed about adherence to this safety policy.

## Section 7 - Review of Policy

- 7.1 This policy will be reviewed, added to, or modified as required from time to time but in any event at least every two years, or on each subsequent addition of a major service for delivery.

## Section 8 – HSG 65 Process

