



## **CLEOBURY MORTIMER TOWN COUNCIL**

### **HEALTH AND SAFETY POLICY STATEMENT**

#### **GENERAL STATEMENT OF INTENT**

Cleobury Mortimer Town Council recognise and accepts its responsibilities as an employer and is committed to providing a safe and healthy working environment for all employees, contractors, voluntary helpers, members of the parish and others who may be affected by the activities of the Council. We will, so far as is reasonably practicable, establish necessary procedures and systems to implement this policy and provide the resources to fulfill this commitment. We will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc Act 1974 and other relevant legislation.

If considered appropriate, the Council will seek expert technical advice on Health and Safety to assist the Safety Officer in fulfilling the Council's responsibilities for ensuring safe working conditions.

Arrangements will be put in place to review and report on Health and Safety matters to include risk assessment of work and activities carried out by the Council or areas/premises for which the Council is responsible. The Council will also ensure that sufficient information and instruction is provided for employees, contractors and voluntary helpers in order for them to carry out their roles safely.

**Sean Thorogood (Chair of Town Council)**

**Date: 4 December 2017**

#### **ORGANISATION, ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY**

**Cleobury Mortimer Town Council** has overall responsibility for health and safety. Their role is to:

- a) Be aware of the requirements of the Health and Safety at Work Act 1974 and other Regulations relevant to the activities of the Council.
- b) Implement the Health and Safety Policy.
- c) Advise the Parish Hall Committee and the Market Hall Committee of their respective responsibilities and assist where necessary in helping them with policies and procedures, including fire risk assessment.
- d) Ensure that sound working practices are continuously observed.
- e) Set a personal example in all matters relating to health and safety.

**The Council's Safety Officer(s)** is the Town Clerk. Their responsibility is:

- a) To oversee, implement and monitor the policy.
- b) The preparation of risk assessments.

- c) The provision of information, instruction, supervision and training in relation to their specific areas of expertise.
- d) The investigation of accidents and incidents and maintenance of safety records.
- e) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- f) Act as the contact and liaison point for the Health and Safety Inspectorate.
- g) Advise the Council on resources and arrangements necessary to fulfill the Council's responsibilities.
- h) Ensure that matters of Health and Safety are regularly discussed at meetings of the Town Council.
- i) Consider requesting contractors supply a written method statement prior to starting major works.
- j) Make effective arrangements to ensure contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
- k) Ensure all contractors are given a copy of the Council's Health & Safety at Work Policy.
- l) Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- m) Liaise with the Council's insurers and ensure the Council is appropriately insured and/or indemnified.
- n) As far as is reasonably practicable, keep up to date with Health and Safety legislation.

**Employees and voluntary workers** have a responsibility to ensure that:

- a) They take reasonable care for their own health and safety and also that of any other person(s) who may be affected by his or her acts or omissions.
- b) Report to the Town Clerk any hazards that may present a risk to themselves or to others.

**Council Employees when working from home** will be expected to:

- a) Take reasonable care for the safety of persons visiting their property including informing their own insurance company that they are undertaking work activities from home and that members of the public may visit.
- b) The Council will ensure, so far as is reasonably practicable, that the employees working conditions and practices are safe.

**Volunteers** with appropriate experience:

- a) May carry out less hazardous work and will be covered by the Town Council's insurance but only if they are working at the sole request of and under the sole control of the Town Council.
- b) Where tools are required they must belong to the Town Council or be on hire from a bona fide company. Volunteers using their own tools will need to have their own £2M Public Liability insurance cover.
- c) Volunteers must use appropriate footwear and, if necessary, wear safety goggles. Volunteers must not work at height using long ladders.

**Contractors** have a responsibility to:

- a) Fully co-operate with the aims and requirements of the Health and Safety at Work Policy and comply with respective Codes of Practice, risk assessments, method statements and work instructions.
- b) Confirm that they have their own health and safety policy for their staff, which is available on site.
- c) Provide evidence of their own public liability insurance cover including details of insurer, policy number and expiry date. There should also be an Indemnity to the Town Council as Principal.
- d) Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- e) Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- f) Provide evidence of being competent to carry out the work, for example have appropriate qualifications, references, experience.
- g) Confirm that they will not work alone on ladders at height.

- h) Ensure all plant and equipment brought onto site is safe and in good working condition, fitted with necessary guards and safety devices and with any necessary certification being made available for inspection prior to use.
- i) Ensure all power tools or electrical equipment, transformers, generators, extension leads, plugs and sockets comply with the latest British Standards for industrial use and are in good condition. Any such equipment must be suitably certified and with all relevant documentation being made ready for inspection as required.
- j) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- k) Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
- l) Report any accidents or hazardous incidents to the Safety Officer.

#### **Before contracted work commences:**

- a) The Contractor must provide Method Statements to the Safety Officer for all high risk activities showing details of how the site/work will be controlled to ensure the safety of the public and the length of time the job is likely to take.
- b) Analysis of any/all risks associated with any substance, process or work activity that may be considered hazardous to health and safety must be handed to the Safety Officer before work commences.
- c) The Safety Officer, or other appropriate person, will check with contractors, including self-employed persons that the contract is clear and understood by the contractors and the Town Council.
- d) The Safety Officer, or other appropriate person, will make the contractor aware of any hazards that might be present but not obvious, for example, electricity cables, gas pipes, water pipes.

#### **RISK ASSESSMENT**

Risk assessments will be carried out for any/all potential hazards identified and held with this policy. Copies of risk assessments will be displayed in appropriate areas.

Where necessary a Point of Work risk assessment will be conducted for any work activity not already covered or where an unforeseen hazard is identified.

#### **REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES**

The Safety Officer will be responsible for reporting of accidents. The current regulations governing the notification and recording of accidents are the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These regulations require that certain prescribed events, injuries and diseases be formally reported. In the event of an accident resulting in injury, a report will be drawn up by the Safety Officer detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eye witnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

#### **REVIEW OF THE HEALTH AND SAFETY POLICY**

Health and Safety will be itemized on the Council Agenda for annual discussion. There will be an annual review of the Health and Safety Policy, Staff and Volunteer Manual and Risk Assessments to ensure their continued validity.

#### **TRAINING**

Where considered appropriate by the Council basic awareness training will be considered for any person with specific health and safety responsibilities.