



THETFORD TOWN COUNCIL

HEALTH, SAFETY AND WELFARE POLICY STATEMENT

Revised July 2009.

Thetford Town Council has adopted a Health & Safety Policy to protect all its Employees, Visitors, Contractors and Users of Council Premises, also to encourage safe working practices. This document explains the policy and the systems set up, within the Council, to make sure that it is working.

Please read this document carefully and make sure you understand all of the contents. If you need to discuss safety matters generally or a particular Health and Safety problem, you should consult either your immediate line manager (who may, in certain cases be the Town Clerk) or the Town Clerk.

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

The Members of Thetford Town Council hereby give notice of their acceptance of responsibility as an employer to pursue a policy, which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of its Employees, Contractors, Visitors and Users of Council Premises and others who may be affected by the activities of the Council. They declare hereby their intention to satisfy the requirements of the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

OBJECTIVES

The Members of Thetford Town Council have endorsed this Policy and make the following statements of intent with regard to Health, Safety and Welfare. They will, so far as is reasonably practicable:

- ❖ Provide and maintain workplaces, which are without risk to the Health and Safety of any Employee, Contractor, Visitor, or User of Council Premises;
- ❖ Provide a working environment to a standard, which will ensure the Health and Safety of Council Employees and any persons likely to be affected by the activities of the Council;
- ❖ Assess the Risks to the Health and Safety of Employees and anyone else who may be affected by the work activities of the Council, record any 'Significant Findings' arising out of such Assessments and make them available to Employees, Contractors and Users of Council Premises;
- ❖ Provide, where appropriate, equipment, tools and plant which are safe to use and without undue Risk to Health;
- ❖ Institute procedures for the reporting of defective equipment or other hazardous conditions, and the timely rectification of any such defects;
- ❖ Make adequate arrangement for the safe use, handling, storage of all articles and substances used within the Council's services and operations;
- ❖ Promote the Instruction and Training of Employees in matters of Health and Safety so as to enable them to recognise and avoid Hazards at work;
- ❖ Inform Employees, Contractors, Visitors and Users of Council Premises of risks associated with the work activities of the Council, by means of notices, instructions and to clearly describe the work methods necessary to minimise the likelihood of injury or adverse effects on Health;
- ❖ Provide 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;
- ❖ Institute a procedure for the recording of all accidents and instances of ill health occurring, as a result of the Council's activities and ensure that such incidents are investigated;
- ❖ Provide satisfactory Welfare and amenity facilities and make such arrangements as may be necessary to ensure the Welfare of Employees whilst at work;
- ❖ Advise all Employees, Contractors and Users of Council Premises of their obligations in Health and Safety matters and, under Health and Safety Legislation/Regulations, the penalties for acting in such a way as to endanger the Safety or Health of themselves or others;
- ❖ Organise a system to ensure the effectiveness of this Policy, said system to result from the establishment of a Health & Safety Committee, whose membership will include a Lead Councillor, senior officer and staff representation;

- ❖ Ensure the proper direction and control of all persons other than Employees allowed access to the Council's premises and also ensure they are not put at risk by the Council's work activities;
- ❖ Control the use of Contractors on the Council's premises and ensure that Contractors' work safety rules and procedures at least match the standards laid down within this Policy;
- ❖ Conduct Health and Safety Inspections of Council premises and individual areas at regular intervals, with findings and/or recommendations to be reported to the Council's afore-mentioned Health & Safety Committee, which will liaise with Council's Finance & General Purposes and Personnel Committees, as appropriate, reserving the right to report and/or make recommendations to the full Council, should this be warranted in certain circumstances;
- ❖ Maintain arrangements with Employees for joint consultation and participation in a timely manner on any matters relating to their Health and Safety;
- ❖ Review periodically this Health, Safety and Welfare Policy Statement and make any improvements and/or additions and/or amendments that may be deemed necessary and/or appropriate.

ORGANISATION AND RESPONSIBILITIES

- ❖ The Town Clerk is to coordinate the implementation of the Health, Safety and Welfare Policy on behalf of the members of the Council;
- ❖ The Town Clerk will be supported by the Town Manager and Supervisory Staff, who have delegated responsibility for the Health and Safety of those Employees under their direct control and for other persons who may be affected by their work activities. They will deal with most of the day-to-day Health and Safety issues;
- ❖ A central record will be maintained, which will contain such Statutes, Approved Codes of Practice, Guidance, Certificates, Assessment Reports, Terms of Reference, Accident Reports and Investigations as are relevant;
- ❖ All Employees are to take reasonable care of their own Safety and that of anyone else who may be affected by their work activities, and are required to cooperate with Thetford Town Council in the fulfilment of its duties with regard to Health, Safety and Welfare at Work.

All Employees will, therefore, be responsible for;-

- (a) Making themselves familiar with and conforming to relevant Health and Safety instructions at all times;
- (b) Not interfering with or misusing anything provided to ensure their Health, Safety and Welfare;

- (c) Reporting to their Supervisors any incidents which could have or might have led to injury, ill health or damage;
- (d) Carrying out a visual safety inspection of plant and equipment prior to using any such machinery;
- (e) Assisting, when required, in the investigation of any accidents or incidents;
- (f) Wearing appropriate personal protective equipment (PPE) where required.

TRAINING

Supervisors are responsible for providing the appropriate Information, Instruction and Training of staff under their direct control.

The Town Clerk is responsible for ensuring that all members of staff are trained so that the activities of the Council are carried out safely.

Signed.....Mayor and Chairman of the Council

Signed.....Town Clerk

Date.....