

THATCHAM TOWN COUNCIL

HEALTH AND SAFETY POLICY



Reference	G9	Adopted by	Recreation and Amenities Committee
Prepared by	Naomi Mildenhall (Services Manager)	Adopted date	11 th September 2017
Monitored by	Town Clerk	Minute reference	RA/2017/82
Monitoring review	Annually	Review date	2021

1. Purpose

Thatcham Town Council (“the Council”) has adopted a Health and Safety Policy for the protection of all Employees, Volunteers, Visitors, Contractors and Service Users. This document details the Policy that has been set up within the Council to ensure compliance and safe working practices.

2. Declaration

2.1 Thatcham Town Council recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:

- 2.1.1 Provide, manage and maintain safe and healthy workplaces, grounds and properties
- 2.1.2 Provide adequate and appropriate facilities and arrangements for welfare at work
- 2.1.3 Provide, manage and maintain plant and equipment and safe systems of work
- 2.1.4 Ensure safe access to and from workplaces, grounds and properties
- 2.1.5 Work to prevent accidents and work related ill health
- 2.1.6 Identify hazards and conduct formal risk assessments in order to minimise the risk for all activities of the Council
- 2.1.7 Ensure that control measures and emergency procedures are: in place, effective, properly used, monitored and maintained
- 2.1.8 Provide the information, instruction, training and supervision required at all levels to ensure that staff and volunteers are competent to supervise or undertake their duties and are aware of any related hazards and the measures to be taken to protect against them
- 2.1.9 Keep up-to-date with best practice in relation to health and safety and comply with all relevant legislation and authoritative guidance
- 2.1.10 Monitor the safety performance of contractors who work for the Council

2.2 Thatcham Town Council is committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other regulations that apply to the Council’s work activities.

- 2.3 Thatcham Town Council is committed to achieving high standards of health, safety and environmental practice throughout the Council. It recognises and accepts its responsibility as an employer and a service provider to provide healthy and safe workplaces, grounds and properties.
- 2.4 Thatcham Town Council expects Employees, Volunteers and Contractors who work at or on behalf of the Council to share this commitment by complying with the Council's policies and procedures and to understand that they too have a legal and moral obligation to themselves and to one another.

3. General Health and Safety

- 3.1 The overall responsibility for health and safety lies with the Town Clerk, on behalf of the Council. The Designated Health & Safety Manager has day to day responsibility for managing health and safety.
- 3.2 The Management team will ensure that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- 3.3 The Management team are committed to ensuring that the work done by the Council does not adversely affect the health and safety of any contractors or of members of the public.
- 3.4 The Management team are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees.
- 3.5 The Council will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management team in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Council will at all times consult with the employees on these matters.
- 3.6 The Management team will, so far as reasonably practicable, ensure that the Council provides adequate financial resources to meet these objectives.
- 3.7 Copies of this policy will be available to all Council employees, volunteers and other interested parties.

4 The Town Clerk's Duties:

- 4.1 The Town Clerk will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.

It will be the responsibility of the Town Clerk to keep all employees and volunteers advised as to their responsibilities in respect of health and safety matters.
- 4.2 In order to protect the safety and health of employees, volunteers and others affected by the Council's operations, the Town Clerk will:
 - 4.2.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with the Council's activities and with the precautions which need to be taken to eliminate or control those risks.
 - 4.2.2 Establish procedures to deal with any emergencies.

- 4.2.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties (Health & Safety Manager).
 - 4.2.4 Ensure that employees and volunteers receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees and volunteers, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 4.2.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees, volunteers and others working on behalf of the Council.
 - 4.2.6 Ensure that all employees and volunteers carry out the health and safety responsibilities allocated to them.
 - 4.2.7 Ensure the safety performance of the Council is monitored and take action to remedy any identified deficiencies.
 - 4.2.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
 - 4.2.9 Ensure that all necessary PPE (Personal Protective Equipment) is provided to employees and volunteers and that instruction is given on its use.
 - 4.2.10 Inform the Health and Safety Executive of all notifiable accidents.
 - 4.2.11 Arrange appropriate training for all employees and volunteers.
 - 4.2.12 Create and maintain a Training Matrix for all staff.
- 4.3 Actively promote the Council's policy for Health & Safety.
 - 4.4 Ensure the circulation of information relevant to Health & Safety to employees, volunteers and other parties.
 - 4.5 Ensure that all responsibilities for Health & Safety are properly assigned, accepted and fulfilled.
 - 4.6 Plan for adequate staff, funds and materials to meet the requirements of the Policy.

5 Designated Health & Safety Manager's Duties:

- 5.1 To ensure that all the Council Staff and Volunteers are aware of their individual Health and Safety responsibilities.
- 5.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 5.3 To investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence. Ensuring sufficient records are kept.
- 5.4 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- 5.5 To ensure follow up action is taken as needed.
- 5.6 To promote an interest and responsible attitude towards Health and Safety matters throughout the Council.

6 Delegated Responsibility within the Council:

- 6.1 The Managers, to whom the responsibility for making the arrangements for health and safety supervision have been delegated (i.e. Community & Civic Manager and Services Manager), shall be responsible to the Town Clerk for the day-to-day supervision within their defined area of responsibility and, in particular, for:
- 6.1.1 Establishing arrangements for including safe systems of work and procedures for carrying out the Council's Health & Safety Policy incorporating regulations, approved codes of practice and other relevant legislation.
 - 6.1.2 Investigating accidents and reported incidents within their department and submitting a report to the Town Clerk who may then allocate to the Health & Safety Manager for further investigation. The Town Clerk will issue instructions to prevent further accidents/incidents and, where appropriate, make recommendations to Council on accident prevention.
 - 6.1.3 Monitoring the maintenance of all plant and equipment within their department and submitting reports to the Town Clerk for consideration on replacing equipment that is becoming no longer fit for purpose.

All employees have a responsibility to co-operate with their Line Manager to achieve a healthy and safe workplace.

7 Contractors and Visitors

Where contractors and sub-contractors are engaged by the Town Council they must maintain effective control of themselves and those working under them, so as to ensure that they comply with the responsibilities and duties under the Health & Safety at Work etc Act 1974. The Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risks to their safety of health when on the Council's premises, or in the vicinity of other Council activities.

Associated Documentation:

All Risk Assessments

Relevant Procedures Notes, including: contractors, COSHH, electrical safety, fire safety, inspections, legionella, manual handling, workstation assessments.

This Policy will be reviewed annually by Council Officers and every four years by Council, or when there is a change in circumstances, in work practices or the introduction of new legislation.

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