



# **MALDON TOWN COUNCIL**

## **Health and Safety Policy**

Maldon Town Council recognises and accepts its responsibility to provide a safe and healthy environment for staff, service users, contractors and visitors to any of its premises, sites and undertakings and will take all reasonably practicable steps within its power to fulfil this responsibility.

Through the Town Clerk and employees, within the ethos of self-regulation, the Authority undertakes so far as is reasonably practicable:–

- to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work etc Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare;
- to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work;
- to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons;
- to provide appropriate personal protective equipment where necessary;
- to ensure safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances;
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees as well as visitors or users of facilities, on its premises, sites and any undertakings;
- to bring to the attention of all persons, including regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions;
- to ensure that all contractors employed at any premises, sites and undertakings are competent and to ensure that management systems are in place to facilitate close liaison concerning their work activities;

- to formulate, and where necessary practise, effective procedures for use in the event of serious risk or imminent danger;
- to promote joint consultation and employee involvement in health and safety at work;
- to identify, eliminate or reduce hazards which may exist at a place of work through work station risk or job risk assessment and to bring such hazards that remain to the attention of persons at work;
- to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters;
- to record and investigate accidents and cases of occupational disease, ill health and incidents of violence at work, in order to identify trends and take appropriate remedial and preventative measures;
- to provide adequate First Aid facilities;
- to monitor health and safety performances on a regular basis with regard to places of work, work activities and, where necessary, contractor activities;
- to bring this policy statement and relevant health and safety arrangements to the attention of all employees and, where necessary, other persons affected by the Council's activities;
- to review this Statement of Health and Safety Policy and the arrangements for its implementation as often as may be necessary.

# GENERAL STATEMENT OF POLICY – HEALTH AND SAFETY

## PART 2

### ORGANISATIONAL RESPONSIBILITIES

#### TOWN CLERK

The Town Clerk shall have **overall responsibility** for deciding and ensuring the implementation of this policy and for securing the health, safety and welfare of all employees of Maldon Town Council and visitors to Council-owned properties.

The Town Clerk will

- be aware of his/her legal duties towards health, safety and welfare at work, ensure that all Managers know and understand their duties under Health and Safety legislation and that they fully implement this policy;
- ensure that there are adequate resources (including employees, finance, materials etc) to meet health and safety requirements within the Council;
- regularly review the effectiveness of the policy and of employees responsible to him/her for various aspects of health and safety;
- promote an interest in and enthusiasm for health and safety throughout the Council, thereby creating a strong safety culture;
- provide adequate arrangements for consultation with employees;
- ensure appropriate health and safety induction is provided for all new employees;
- recommend to the Council the provision of facilities and funding for health and safety matters;
- ensure adequate and competent health and safety advice is available to all Managers, Supervisors and employees;
- be responsible for the organisation and functioning of the Joint Health and Safety Committee;
- be conversant with current legislation affecting health, safety and welfare of staff and others, and aware of the legal duties towards health, safety and welfare at work;
- be responsible for co-ordinating, monitoring and ensuring compliance with the Council's Health And Safety Policy;
- will produce an annual report to the Council on the effectiveness of the Health And Safety Policy;
- maintain the Council's Accident Book;

- investigate injuries to employees and non-employees as appropriate;
- be responsible for the reporting of injuries, diseases and dangerous occurrences to the Health and Safety Executive in accordance with RIDDOR;
- be fully conversant with current legislation (including 'best practices') affecting the health, safety and welfare of employees and others, and will inform the Council of new and current legislation advising on the best way to comply;
- report to, and liaise with, the enforcement agencies as necessary;
- promote an interest in and enthusiasm for health and safety throughout the Council, creating a strong safety culture.

## **ALL EMPLOYEES**

All employees have **legal duties** placed on them by the Health and Safety at Work etc Act 1974, as well as other Health and Safety legislation to:

- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- use all machinery, equipment, materials/substances, transport, personal protective equipment and safety device(s) provided by the Council in accordance with any relevant requirement, training, information or instruction given;
- follow any safe systems and procedures put in place by the Council via specific instruction, risk assessment etc;
- inform a responsible person\* of any work situation or equipment defect which they would consider to be a serious or immediate danger to a person's health and/or safety and withdraw from danger area;
- inform a responsible person\* of any deficiency in the Council's protection arrangements for health and safety.

**NOTE:** \* A responsible person would be deemed to be the Town Clerk.

- co-operate with the Council, so far as is necessary to enable the Council to comply with their statutory duties for health and safety;
- will be provided with appropriate training, information and instruction to enable them to work in a safe manner;
- will be issued with any appropriate personal protective equipment free of charge;
- must not remove or interfere with any device provided to protect a person's health and safety;
- will ensure that personal protective equipment and tools issued to them are

maintained in good condition. (Any defects must be reported promptly.)

## **CONTRACTORS**

All Contractors and Sub-Contractors must:

- conduct their work in accordance with the current Health and Safety legislation, approved Codes of Practice and Guidance Notes etc, in addition to the contents of the Council's own Safety Policy and/or specific method statements;
- report to the person in control of the premises prior to work commencing;
- ensure that all their employees are familiar with emergency procedures and evacuation procedures;
- provide a copy of their Safety Policy prior to appointment.

## **DISABLED PERSONS**

- The Council recognises its responsibility to people with a disability and will, so far as is reasonably practicable, carry out alterations etc to the workplace and public areas to ensure the health and safety of such employees, members of the public etc. Where alterations cannot be carried out, safety procedures will be implemented in respect of identified hazards. However, due to the old style properties and constraints imposed under listed buildings legislation, restricted access to some areas will be necessary in the interests of health and safety.

## **VISITORS**

- All visitors must report to the Town Council Office before entering the 'non-public' areas.
- Unless accompanied by a Council employee all visitors must make themselves familiar with emergency and evacuation procedures.
- All visitors must wear appropriate safety clothing and personal protective equipment when entering designated hazardous areas.