

Hessle Town Council

Health & Safety Policy

General Statement

- Hessle Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

As far as reasonably practicable Hessle Town Council will:

1. Provide safe places of work and a safe working environment.
2. Ensure there are adequate arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Ensure that there are systems of work that are safe and without risks to health.
4. Obtain specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Provide sufficient information, instruction and training for employees, volunteers and contractors to carry out their work safely.
6. Give care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

Arrangements and Responsibilities for Implementing the Health and Safety Policy

The Town Clerk is the Responsible Officer and may properly delegate responsibility to the Deputy Clerk.

The Town Clerk and Deputy Town Clerk will:

1. Keep themselves informed of relevant Health and Safety policy legislation.
2. Maintain a central record of notified accidents.
3. 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.
4. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
5. Make effective arrangements to implement the Health and Safety Policy.
6. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
7. Make effective arrangements to ensure contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety requirements.
8. Provide a copy of the Council's Health & Safety Policy to contractors,
9. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
10. Act as the contact and liaison point for the Health and Safety Inspectorate.

Employees, contractors and voluntary helpers.

All employees, contractors and voluntary helpers will:

1. Report any accidents or hazardous incidents to the Town Clerk immediately or as soon as practicable..
2. Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.
3. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
4. Take reasonable care of the Health and Safety of other people who may be affected by their activities.
5. Not intentionally interfere with or remove safety guards, safety devices or other any other equipment provided for Health and Safety purposes.
6. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.