WELSHPOOL
TOWN COUNCIL

Welshpool Town Council

Environmental, Health and Safety Policy Statement.

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

The Council will, as far as is practically possible, comply with the requirements and principles of all relevant statutory provisions for the safe management of the Council and its activities. To include as a minimum, compatible with the;

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

Through the Town Clerk, managers and employees, within the ethos of self-regulation, the Town Council undertakes so far as is reasonably practicable;

- Provides necessary resources and seeks the co-operation of all employees to implement the requirements of the Health and Safety at Work Regulations 1999 and all supportive and associated legislation concerning Health and Safety, Safety and Welfare.
- Maintain all places of work in a safe condition without health risks, including the means of access to and egress from such places of work.
- Provide clear instructions, information and training as required.
- Provide and ensure work equipment and systems of work are maintained to be safe and without health risks.
- Completing and regular review of risk assessments as required, and implementing effective working procedures and practices.
- Provide appropriate P.P.E where required.
- Ensuring insurance coverage is adequate and reviewed annually.
- Protecting the general well-being of its employees, members and volunteers by encouraging mutual respect and a high standard of professional conduct at all times.
- To record and investigate accidents and cases of occupational disease, ill health and incidents of violence in the workplace, to identify trends and take appropriate remedial and preventative measures.
- Provide adequate first aid facilities/equipment.
- Monitor Health and Safety performances regularly, concerning places of work, work activities and, where necessary, contractor activities.

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 Welshpool Town Council and visitors to council-owned properties.

The Clerk will;

- Be aware of their legal duties toward 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 there are adequate resources to meet health and safety requirements.
- Promote an interest in and enthusiasm for health and safety throughout the council.
- Provide adequate arrangements for consultation with employees.
- Provide an appropriate health and safety induction for all new employees/volunteers.
- Be aware of all current legislation affecting the health, safety and welfare of staff and others, and aware of the legal duties toward health, safety and welfare at work.
- Be responsible for coordinating, monitoring and ensuring compliance with the Town Council's Health and Safety Policy.
- Investigate injuries to employees/volunteers/visitors as appropriate.

Managers.

Managers will be responsible for financing and implementing the safety policy within their respective areas, and will;

- Contribute and support the policy, ensuring all employees in their department understand and implement the policy.
- Ensure employees in their department are aware of their health and safety responsibilities and that safe procedures are followed.
- Make recommendations to the council for provisions of facilities and funding for health and safety matters.
- Promote an interest in and enthusiasm for health and safety throughout the council.
- Be given relevant training for them to carry out these duties.
- Be responsible for bringing to the attention of the Town Clerk all urgent matters relating to health and safety.
- Be responsible for the organisation of training for staff at all levels in health and safety.

- Regularly inspect sites, premises, places of work, equipment, systems of work etc, to ensure compliance with current health and safety legislation.
- Carry out emergency evacuation procedures at council premises
- Receive, record and investigate injuries to employees/volunteers/visitors as appropriate.

ALL EMPLOYEES

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

- take reasonable care of their 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 following 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 safety and withdraw from the danger area;
- inform a responsible person of any deficiency in the Council's protection arrangements for health and safety.
- 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 safely;
- 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.)

Adoption Date _____

Renewal Date _____