

Policy: Health & Safety Policy
Date: August 2022
Approved By: Cinderford Town Council



General Statement

- Cinderford Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all of its employees, contractors, Councillors, 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.
- 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.
- A copy of this statement will be available on the Council's website.

Aims of the Health and Safety Policy

To provide as far as reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Acquisition of specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- 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 carrying out the Health and Safety Policy

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant Health and Safety legislation.

- Circulate relevant HSE briefings to staff
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Town Council/Committees.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective / protective measures. Maintain a record of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety requirements. All contractors will be required to abide by the terms of the contractor's service level agreement and scope of work and will be given a copy of the Council's Health and Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the Health and Safety of members of the public.
- Maintain a record of notified accidents.
- When an accident or incident occurs, take immediate action to prevent a reoccurrence or further incident and complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All councillors, employees, contractors and voluntary helpers will:

- Comply with Codes of Practice or work instructions for Health and Safety.
- Familiarise themselves with the Council's Health and Safety Policy.
- Take reasonable care for their own Health and Safety, to use appropriate personal protective equipment and, where necessary, ensure that appropriate first aid materials are available.
- Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse plant, equipment, tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

Date for next review: August 2023