

# Lowestoft Town Council

## Health and Safety Policy

### 1. Introduction

1.1. This policy sets out the general principles and approach that the Council will follow in respect of Health and Safety legislation for premises and activities for which it is responsible.

### 2. Scope of the policy

2.1 The Council aims to protect the health, safety and welfare of employees, contractors, residents and members of the public within its area, who may be affected by the Council's activities.

2.2. The Council will ensure that any buildings and amenities belonging to the Council are properly managed by the Council and that the Council set up and monitor appropriate Health and Safety policies and procedures for the protection of the public. This may include suitable contractual arrangements for asset management, which include appropriate risk management and insurance arrangements.

2.3. Staff and councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Council.

### 3. Staff

3.1 The Clerk and other staff must have a safe working environment including when working at home. They have a responsibility to ensure that they are working in a safe working environment and should alert the Council to any concerns.

3.2 This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

3.3 The Council will conduct relevant risk assessments to help manage any health and safety for which it is responsible.

### 4. Contractors, Employees and Volunteer Workers.

4.1. The Council will ensure that any contractors or Volunteer Workers conducting work for the Council have adequate and appropriate Public Liability insurance in their own right where contractual obliged or under the Council's own insurance where appropriate.

4.2 Contractors and Volunteer Workers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work, which may affect members of the public. Any Councillor, so advised, must alert the Clerk to the situation.

4.3 Employees, Contractors and Volunteers should:

- a) Seek advice on safety and health matters, when needed, from the Clerk.
- b) Make proper use of protective clothing and safety equipment provided.
- c) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
- d) Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.

4.4 Employees, Contractors and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual.

4.5 A copy of this statement will be issued to all Council employees and Councillors. It will be revised added to or modified from time to time.

## **5. Environment**

5.1 The Council will ensure that, as far as possible, its assets remain a safe and pleasant environment for its residents.

5.2. The Council will obtain specialist technical and Health and Safety advice for any projects or pieces of work that could affect the general public.

5.3 The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardise the Health and Safety of the general public.

## **6. Risk assessment**

6.1 The Council will carry out a risk assessment of all its activities and review this annually.

6.2 The Council will set up and monitor policies and procedures to reduce any risks that are identified.

## **7. Council Safety Officer**

7.1 The Clerk, as the appointed Safety Officer, will:

- a) Assume the day to day responsibility for ensuring this policy is reviewed, maintained, regularly reviewed and adhered to.
- b) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments with due record in Council minutes that they have taken place.
- c) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy.
- d) Maintain a record of notified accidents.
- e) 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.

- f) Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.
- g) Review and ensure appropriate insurance policies are in place as part of the Council's risk management.

## **8. The Council**

8.1 The Council will annually review this Policy.

8.2 The Council will ensure appropriate Health and Safety responsibilities are maintained either directly by the Council or through its management of contracts.

8.3 The Council will annually review its insurance and risk management arrangements.

8.4 The Council will ensure that staff and councillors have appropriate training and support to ensure they can fulfil any obligations for Health and Safety within their role for the Council.