



## **Lowestoft Town Council Health and Safety Policy**

### **1.0 General Statement of Intent**

**1.1 This is the Council's Health and Safety policy, as required by the Health and Safety at Work Act etc Act 1974.**

**1.2 As part of the Council's commitment to Health and Safety, it will:**

1.2.1 Comply with its obligations to make adequate provision for the health, safety and welfare of employees and its wider health and safety obligations in relation to the councillors, contractors, the public and others affected by its activities.

1.2.2 Ensure that any buildings and land belonging to the Council are properly managed and that appropriate Health and Safety policies and procedures are maintained for the protection of employees, the public and relevant other persons. This may include suitable contractual arrangements for asset management with the requisite risk management and insurance arrangements.

1.2.3 Establish and monitor policies, procedures and risk assessments as needed to reduce any risks identified.

1.2.4 Consult with employees on matters affecting health and safety.

1.2.5 Provide and maintain safe plant and equipment.

1.2.6 Ensure safe handling and use of substances.

1.2.7 Provide information, instruction and supervision for employees

1.2.8 Ensure employees are competent to perform their tasks and give them adequate training.

1.2.9 Prevent accidents and cases of work-related ill health

1.2.10 Maintain safe and healthy working conditions

1.2.11 Provide training and support as relevant to the performance of roles, to ensure the fulfilment of health and safety obligations.

1.2.12 Review this policy and any risk assessments annually and when there is significant organisational or legislative change.

### **2.0 Working Environment**

2.1 Employees 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



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

2.2 The Council will ensure that particular account will be taken of the need to manage risks where employees are placed in a position of increased vulnerability e.g. where lone working or at increased risk of violent attack, and in the specified special cases of employees being pregnant, disabled or under 18.

2.3 The Council will conduct relevant risk assessments to help manage health and safety and staff must cooperate with this process.

### **3.0 Employees, Contractors and Volunteers**

3.1. 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 contractually obliged or are under the Council's own insurance where appropriate.

3.2 Contractors and volunteer workers will report to the Clerk or any other person nominated by the Council, any hazard or situation encountered during their work, which may affect members of the public. Likewise, councillors must also report any health and safety concerns.

3.3 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.

3.4 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.

3.5 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.

### **4.0 Environment**

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

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



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4.3 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.

### 5.0 Council Safety Officer

5.1 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.

### 6.0 Responsibilities

6.1 Overall and final responsibility for health and safety is that of Lowestoft Town Council. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Clerk.

6.2 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name:	Responsibility
Shona Bendix	Policy development and implementation Overall management of health and safety Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR reports)

6.3 All employees must:

- Co-operate with the Clerk and other persons on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the Clerk or an above-named appropriate person