



# **THORNABY** **TOWN COUNCIL**

## **HEALTH & SAFETY POLICY STATEMENT**

### **INTRODUCTION**

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

### **STATEMENT OF INTENT**

***To provide as far as is reasonably practicable:***

- a) A safe place of work and a safe working environment.
- b) Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- c) Systems of work that are safe and without risks to health.
- d) Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- e) Sufficient information, instruction and training for employees, tenants, contractors and voluntary helpers to carry out their work safely.
- f) Care and attention to the health, safety and welfare of employees, tenants, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

### **RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK**

***Overall and final responsibility for Health & Safety is that of Thornaby Town Council***

***Day to day responsibility for ensuring this policy is put into practise is delegated to the Town Clerk and he/she will be responsible for:***

- a) Advising the Town Council on the resources and arrangements necessary to fulfil the Town Council's responsibilities under the Health and Safety at Work Policy.
- b) Making effective arrangements as far as is reasonably practical to implement the Health and Safety at Work Policy.
- c) Ensuring that matters of Health and Safety are regularly discussed at meetings of the Town Council.
- d) Ensuring that regular inspections and risk assessments are undertaken, with subsequent consideration and review of any necessary corrective/protective measures.
- e) Consider requesting contractors to supply a written method statement and risk assessment(s) prior to starting major works.
- f) Maintain a file in the council office of all council risk assessments, contractors risk assessments and method statements summarised in the Minutes.
- g) Make effective arrangements to ensure those tenants, contractors or voluntary helpers working for the Town Council comply with all reasonable Health and Safety at Work requirements. All tenants and contractors will be given a copy of the Town Council's Health & Safety at Work Policy.
- h) Ensure that work activities by the Town Council do not unreasonably jeopardise the health and safety of members of the public.
- i) Ensuring that all accidents, incidents and near misses are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate action taken where necessary

- j) Act as the contact and liaison point for the Health and Safety Inspectorate.

***All employees, tenants, contractors and voluntary helpers are required to take reasonable care for the safety of themselves and others who may be affected by their activities. In particular they must:***

- a) Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and all related codes of practices and safety instructions
- b) Refrain from doing anything which constitutes a danger to themselves or others
- c) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety
- d) Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored
- e) Report all accidents, incidents, dangerous occurrences and near misses to the Clerk immediately that it comes to their attention, together with any shortcomings they find in any health & safety measures.
- f) Be responsible for good housekeeping in the area they are working

## **COMMUNITY EVENTS**

The Council is conscious of the need to ensure adequate standards of health & safety in respect of Community events taking place using Council facilities or in whose organisation the Council pays a significant part. This is the case whether the event is organised primarily itself or by third parties. Most events will be required to prepare an event management plan using a standard format which contains a Risk Assessment section. In some cases additional risk assessment are required.

## **SAFETY COMPLAINTS PROCEDURE**

If any member of staff, tenant, contractor or volunteer wishes to make a safety complaint he or she should approach the Clerk with the relevant information. If any such complaint is not dealt with in a reasonable period of time, he or she may bring this to the attention of the Chair.

## **CONTRACTORS**

All contractors working for or on behalf of the Council are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe and proper manner and without risk to health.

## **TENANTS**

All tenants are required to comply with appropriate rules and regulations governing their activities. Tenants are legally responsible for ensuring that their work is carried out in a safe and proper manner and without risk to health.

## **TRAINING**

The Council will ensure that all staff will be provided with adequate information, instruction and training.

## **REVIEW**

This policy statement will be reviewed annually or as and when necessary.

Adopted by Full Council on 19.3.2012 (FC/12/49)

Reviewed by Full Council on: 17.6.2014 (FC-14-134)