

# **MACHYNLETH TOWN COUNCIL**

## **HEALTH AND SAFETY POLICY**

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

Through the Town Clerk, Managers and employees, within the ethos of self-regulation, the Authority undertakes so far as is reasonably practicable:-

- ◆ to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work etc. Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare;
- ◆ to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work;
- ◆ to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- ◆ to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons;
- ◆ to provide appropriate personal protective equipment where necessary;
- ◆ to ensure safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances;
- ◆ to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees as well as visitors or users of facilities, on its premises, sites and any undertakings;
- ◆ to bring to the attention of all persons, including regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions;
- ◆ to ensure that all contractors employed at any premises, sites and undertakings are competent and to ensure that management systems are in place to facilitate close liaison concerning their work activities;
- ◆ to formulate, and where necessary practice, effective procedures for use in the event of serious risk or imminent danger;

- ◆ to promote joint consultation and employee involvement in health and safety at work;
- ◆ to identify, eliminate or reduce hazards which may exist at a place of work through work station risk or job risk assessment and to bring such hazards that remain to the attention of persons at work;
- ◆ to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters;
- ◆ to record and investigate accidents and cases of occupational disease, ill health and incidents of violence at work, in order to identify trends and take appropriate remedial and preventative measures;
- ◆ to provide adequate First Aid facilities;
- ◆ to monitor health and safety performances on a regular basis with regard to places of work, work activities and, where necessary, contractor activities;
- ◆ to bring this policy statement and relevant health and safety arrangements to the attention of all employees and, where necessary, other persons affected by the Council's activities;
- ◆ to review this Statement of Health and Safety Policy and the arrangements for its implementation as often as may be necessary.

## **GENERAL STATEMENT OF POLICY – HEALTH AND SAFETY**

### **PART 2**

### **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 Machynlleth Town Council and visitors to Council-owned properties.

The Town Clerk will

- be aware of his/her legal duties towards 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 that there are adequate resources (including employees, finance, materials etc.) to meet health and safety requirements within the Council;
- regularly review the effectiveness of the policy and of employees responsible to him/her for various aspects of health and safety;
- promote an interest in and enthusiasm for health and safety throughout the Council, thereby creating a strong safety culture;
- provide adequate arrangements for consultation with employees.
- ensure appropriate health and safety induction is provided for all new employees;
- recommend to the Council the provision of facilities and funding for health and safety matters;
- ensure adequate and competent health and safety advice is available to all Section Heads, Managers, Supervisors and employees.
- be responsible for the organisation and functioning of the Joint Health and Safety committee;
- be conversant with current legislation affecting health, safety and welfare of staff and others, and aware of the legal duties towards health, safety and welfare at work;
- be responsible for co-ordinating, monitoring and ensuring compliance with the Council's Health and Safety Policy;

- will produce an annual report to the Council on the effectiveness of the health and safety policy;
- maintain the Council's Accident Book;
- investigate injuries to employees and non-employees as appropriate;
- be responsible for the reporting of injuries diseases and dangerous occurrences to the Health and Safety Executive in accordance with RIDDOR;
- be fully conversant with current legislation, (including 'best practices'), affecting the health, safety and welfare of employees and others, and will advise the Council of new and current legislation advising on the best way to comply;
- report to, and liaise with, the enforcement agencies as necessary;
- promote an interest in and enthusiasm for health and safety throughout the Council, creating a strong safety culture.

## **MANAGERS**

Managers will be responsible for financing and implementing the safety policy within their respective areas of responsibility, and they:

- must contribute to and fully support the policy, ensuring that all employees within their Sections understand and implement the policy;
- must ensure that all employees are aware of their health and safety responsibilities and that safe procedures are followed where applicable;
- will ensure periodic checks are carried out to ensure that safe procedures and practices are being followed, and will report to the Town Clerk on safety performance;
- will recommend to the Council the provision of facilities and funding for health and safety matters;
- will be aware of their legal duties towards health, safety and welfare at work;
- will promote an interest in and enthusiasm for health and safety throughout the Council, thereby creating a strong safety culture;
- will be given relevant training in order to allow 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 communication on all matters relating to health and safety;
- have overall responsibility for monitoring the Safety Audit;

- be responsible for the organisation of training for staff at all levels in health and safety matters;
- regularly inspect sites, premises, places of work, plant, equipment, systems of work, etc., to ensure compliance with current health and safety legislation, the Council's Health and Safety Policy and 'Best Practice';
- be responsible for the development and maintenance of the Council's Health and Safety Policy and will recommend necessary safety procedures and practices for operations undertaken by Council employees;
- assist with the identification of training needs, the design of training, and will carry out and arrange safety training as agreed with departments, ensuring that employees receive appropriate training in health and safety matters, particularly those employees undertaking tasks where specific hazards are involved;
- carry out and monitor emergency evacuation procedures at Council premises.
- receive, record and investigate accident and incident reports and make recommendations for corrective or preventative action;
- monitor that suitable and sufficient assessments are carried out of the risks to the health and safety of all persons who may be affected by the Council's undertakings, including employees and persons not employed by the Council;
- review and report on any safety recommendations and will inspect any new plant, equipment or process to assess any potential hazards and recommend corrective or preventative measures as necessary;
- advise, monitor and make recommendations on work to be, or being carried out, by contractors to the Council to ensure that their work conforms to appropriate health and safety standards;
- promote an interest in and enthusiasm for health and safety creating a strong safety culture throughout the Council.

## **LINE MANAGERS**

All Managers will:

- be aware of the legal duties towards health, safety and welfare at work;
- implement safe working methods and practices within their Departments.
- ensure that all safety directives and procedures, both general and specific to their section, are adhered to;

- ensure that any defective plant, equipment, machinery, tools or vehicles are withdrawn from use or operation as soon as is practicable to be repaired or replaced;
- ensure that all necessary safety equipment and protective clothing are available as required and that they are used in accordance with any relevant training;
- ensure that statutory documents and forms are available and the necessary records are maintained up to date, including any records relating to the training of employees and the provision, use and maintenance of work equipment;
- carry out formal Risk Assessments (Health and Safety, Fire, COSHH, Display Screens, Noise, etc.) for all work activities under their control in liaison with the Staff / Union Representatives;
- monitor the effectiveness of Risk Assessment control measures;
- be responsible for ensuring action on identified hazards, staff training and communication of information on health and safety matters;
- ensure that employees have received all relevant information, instruction and training in order that they may carry out their duties with the minimum risk to the health and safety of themselves or others via Risk Assessments, consultation etc.
- whenever possible, resolve any health, safety and welfare problems referred to them by any employee, in consultation with the Senior staff where required and refer to the Town Clerk any problem to which a satisfactory solution cannot be achieved.
- ensure that all employees within their section, particularly new employees, are fully conversant with the Council's Health and Safety Policy including any safe practices and procedures to be followed (**Copies of the Policy should be readily available to all employees at all times**) this includes procedures for fire, first aid, accident reporting etc.
- inform the Service Manager / Town Clerk immediately (preferably before work commences) when there is a possibility that potential hazards could arise;
- liaise and consult with the relevant staff representative(s) on health and safety issues;
- monitor the safety performance of their Section(s) and be aware of accident/ill health standards;
- investigate and report all injuries to the Service Manager / Town Clerk;
- recommend to their Service Manager / Town Clerk the provision of facilities and funding for health and safety matters;
- ensure Contractors are competent on health and safety matters and work safely in accordance with Council policy in liaison with the Service Manager / Town Clerk;

- promote an interest in and enthusiasm for health and safety throughout their section(s), thereby creating a strong safety culture;
- ensure that arrangements are made for adequate first aid provisions.
- all Managers will receive relevant training in health and safety to enable them to carry out these duties;

## **SUPERVISORS AND SECTION LEADERS**

Supervisors and Section Leaders will:

- be aware of the legal duties towards health, safety and welfare at work;
- keep their managers informed of any matter relating to health, safety and welfare including training requirements, dangerous practices, accidents, violent incidents and near-miss incidents;
- ensure that all employees are complying with the Council's Health and Safety Policy and will set a personal standard by leading by example;
- ensure that employees have received all relevant information, instruction and training in order that they may carry out their duties with the minimum risk to the health and safety of themselves or others;
- monitor the effectiveness of risk assessments and control measures;
- ensure that any defective plant, equipment, machinery, tools or vehicles are withdrawn from use or operation and is either repaired or replaced as soon as is practicable;
- ensure that all employees are aware of the content of the relevant risk assessments;
- ensure that all necessary safety equipment and protective clothing is available as required and that that they are used in accordance with any relevant instruction or training;
- whenever possible, resolve any health and safety problems referred to them by any employee and refer to their manager any that they cannot satisfactorily resolve;
- liaise with the Line Managers on health and safety issues;
- monitor safety performances in their areas of responsibility through periodic work activity and workplace inspections;
- ensure safe systems of work and safe places of work through effective risk assessments and management ensuring any risks remaining are acceptable and known about;
- recommend to their Section Heads or Managers the provision of facilities and funding for health and safety matters;

- promote an interest for health and safety throughout their section(s), thereby creating a strong safety culture;
- investigate all injuries reported to them;

All Supervisors will be given training in Health and Safety to enable them to carry out these duties;

## **SAFETY REPRESENTATIVES**

Safety representatives are elected according to the rules of their respective Trade Unions, and represent employees to the Council on matters concerning health and safety.

Safety representatives will be entitled to:

- all reasonable facilities in order that they may carry out their task;
- investigate accidents and incidents within their area of responsibility and will be given all reasonable assistance, including receiving information concerning health and safety from the Council and the enforcement authority where necessary;
- liaise with the Supervisors, Section Heads and Managers;
- \*investigate complaints relating to health and safety by an employee who they represent;
- \*carry out periodic inspections of the workplace and inspect at any time a workplace, or part of it, where new machinery, plant or procedures are introduced, preferably in consultation with the line managers / supervisors;
- \*make representations to management on behalf of represented employees on all matters affecting health and safety;

Appropriate training will be given and/or time off awarded to attended union approved courses in order to enable them to undertake these duties.

**NOTE**    \* Where this is carried out in working time the appropriate Section Head or Manager should be consulted with, prior to the event.

## **ALL EMPLOYEES**

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

- take reasonable care of their own 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 in accordance with any relevant requirement, training, information or instruction given;
- follow any safe systems and procedures put into 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 or safety and withdraw from danger area;
- inform a responsible person\* of any deficiency in the Council's protection arrangements for health and safety;

**NOTE:** \* A responsible person would be deemed to be a Supervisor, Section Head, Manager, or the Town Clerk..

- 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 in a safe manner.
- will be issued with any appropriate personal protective equipment free of charge.
- must not remove or interfere with any device provided to protect a persons 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.)

## CONTRACTORS

All Contractors and Sub-Contractors must:

- conduct their work in accordance with the current Health and Safety legislation, approved Codes of Practice and Guidance Notes etc., in addition to the contents of the Council's own Safety Policy and/or specific method statements;
- report to the Reception areas or to the person in control of the premises prior to work commencing;
- ensure that all their employees are familiar with emergency procedures and evacuation procedures;
- provide a copy of their Safety Policy prior to appointment.