



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

HEALTH & SAFETY POLICY

1. Policy Statement

Machynlleth Town Council (MTC) believes that safe and healthy working conditions and practices are essential to achieving the seven well-being goals identified in the Wellbeing of Future Generations (Wales) Act 2015.

Every employee within MTC has a legal obligation to cooperate in the day-to-day implementation of this policy and to take reasonable care for their own health and safety and the safety of other people who may be affected by their acts and/or omissions.

In accordance with the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 (as amended), and other relevant legislation and guidance, MTC will conduct its business to prevent the risk of injury or ill health to its employees, contractors, suppliers, visitors and customers.

MTC will take all appropriate measures to ensure health and safety in the workplace and will, within the limits of available resources, endeavour to attain or exceed standards of best practice and to promote progressive improvements whenever possible. MTC will further aim to minimise damage to its property and equipment due to accidents, fires, dangerous occurrences or other unplanned or uncontrolled events.

The management of Health and Safety is a process of continuous improvement and relies primarily on the systematic identification, assessment and control of hazards and risks, underpinned by awareness of the relevant legislative requirements. Accordingly, MTC will set objectives and targets, measure and monitor performance through regular inspections, audits and the thorough investigation of accidents and incidents and will ensure health and safety is managed with the same level of importance as other business priorities.

MTC will make available adequate resources to fulfil its commitment to safety and will ensure that staff are consulted and involved in all safety matters. In return, MTC requires that all members of staff, Elected Members and Volunteers work in a way which will not present a risk to themselves or others through their acts or omissions and that meets MTC's expectations by following policies and procedures without exception.

The Council will employ competent personnel and ensure they have sufficient information, instruction and training to carry out their work activities and responsibilities.

In accordance with this Policy Statement, MTC will :

Provide adequate resources, including competent people, to fulfil the following

- Identify hazards, assess risks and implement appropriate control measures.
- Control risks through the provision and maintenance of buildings and equipment and through safe systems of work.
- Provide adequate and relevant information, instruction, training and supervision for staff.
- Maintain a safe and healthy working environment with adequate facilities and arrangements for welfare.
- Consult with staff, contractors and other interested parties on health and safety matters.
- Safeguard the environment.
- Endeavour to prevent accidents and work-related ill health.
- Review policies and procedures at appropriate intervals and ensure there is continuous improvement in safety at work.

2. Roles and Responsibilities

The following roles have specific duties and responsibilities regarding Health and Safety within Machynlleth Town Council.

2.1 MTC as a Corporate Body

Councillors have a collective responsibility for providing leadership and direction, which means that all elected members have a responsibility for ensuring health and safety within MTC.

The Council as an employer has overall responsibility for H&S within the organisation and will :

- Ensure that adequate resources are provided in respect of H&S
- Consider, and where appropriate, act on reports presented to Council by the Town Clerk.
- Be the duty holder with respect to Legionella, Fire Safety, Management of Asbestos and COSHH (Control of Substances Hazardous to Health)

2.2 The Town Clerk

The Town Clerk is the Senior Officer of MTC with the responsibility to report and advise Council on matters of Health and Safety and will :

- Aim to ensure that the organisation complies with the requirements of Health and Safety legislation and fulfils its common law duty of care.
- Provide strong leadership and commitment to drive the continuous improvement of the Council's safety culture.
- Ensure compliance with H&S rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and this H&S policy.

- Act as responsible person with respect to Legionella, Fire Safety, Management of Asbestos and COSHH.
- Source advice from competent persons when required.
- Ensure that appropriate communication processes regarding H&S are in place and are effective.
- Review the Health and Safety Policy annually and provide an annual report on H&S to the Full Council every September.

2.3 Site Managers

Site Managers are accountable either directly or via their line manager to the Town Clerk for ensuring that the arrangements in place for H&S are correctly interpreted and robustly implemented.

Site Managers will :

- Provide strong leadership and commitment to the H&S of employees or volunteers by identifying the hazards involved in their operations and workplace. Assess, evaluate and record the risks and mitigate those risks by suitable procedures and methods of work.
- Ensure that H&S responsibilities of all employees are clearly communicated.
- Ensure that all accidents and incidents are reported and recorded as soon as practicable.
- Act as deputy responsible person with respect to Legionella, Fire Safety, Management of Asbestos and COSHH on the site that they manage.

2.4 All Employees

Employees are accountable to their Line Manager and will comply with our systems of work and instructions given in the interests of H&S.

Employees are empowered to take action to minimise H&S risks and will :

- Be expected to take reasonable care of themselves and others who may be affected by their acts or omissions.
- Report all injuries, incidents and dangerous occurrences to their line manager.

3. Arrangements

The arrangements section of this policy describes what we do to achieve our H&S objectives. We have in place a Safety Management System as a mean of managing all aspects of safety throughout MTC. These elements of the Safety Management System include :

- The Corporate H&S policy itself.
- Named people with delegated responsibility (Town Clerk as responsible person and Facilities Manager as deputy responsible person).
- Access to external expertise when deemed appropriate by the Town Clerk.
- A hard copy accident / incident reporting and investigation process.

- A Corporate risk register.
- Specific management plans when risk is identified, such as premises specific written schemes of control for legionella, fire risk management and management of asbestos.
- An annual process for reporting on H&S to Full Council.
- A Building Safety Schedule to track building safety responsibilities.

3.1 Policy and Planning

Corporate Health and Safety Policy :

This Corporate Health and Safety Policy states that MTC will comply with the requirements of the Health and Safety at work Act 1974, along with other legislation and guidance, therefore further policy statements for individual pieces of legislation are not necessary.

Corporate Risk Register :

A Corporate Risk Register is in place to detail business and regulatory risks that could potentially affect MTC. This register is prepared by the Town Clerk and reviewed annually by Full Council.

Building Safety Schedule :

The Town Clerk has implemented a simple building safety schedule to document H&S compliance in each of MTC's built assets. The Clerk is responsible for ensuring this document is updated and a report on this document is provided to every meeting of the Facilities and Environment Committee.

Specific Management Plans when risk is identified :

MTC will prepare, maintain and act upon risk assessments prepared for each of its main community events and prepare building specific schemes of control for building risks such as legionella and asbestos. The Town Clerk will report on the status of such assessments to the appropriate committees.

3.2 Organisational Arrangements

Health and Safety forms and templates :

Documents, forms, templates and worked examples for H&S activities such as risk assessments, accident reporting forms etc... are available in digital PDF format on MTC shared drive. Paper copies can also be picked up from the Clerk's office.

Health and Safety Law Poster and Notice Boards :

Health and safety law posters will be prominently displayed at all the Council facilities. Where practicable health and safety notice boards will be installed to display hard copies of health and safety information.

3.3 Measurement and Review

Accident / Incident Reporting :

MTC uses a paper reporting form, held in Clerk's office. All accidents and incidents will be recorded and reported to the Town Clerk using this form. Incidents will be reported as soon as reasonably practical after the event.

Incidents that are reportable under the reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) will be reported by the Clerk to the HSE.

Statistical information regarding all accident / incidents and RIDDOR reports will be collated and reported to Full Council every March. This date will be used to identify trends and other information that will be used as a mean of targeting, eliminating and reducing the likelihood of reoccurring problems.

Complaints :

Any complaints received regarding H&S provisions or practices will be investigated and appropriate action will be taken.

Review :

The Corporate Health and Safety Policy will be reviewed annually by Town Clerk to ensure that the organisation and arrangements remain relevant and up to date.

The reviewed Policy will be put before Full Council for ratification every March along with a Health and Safety report and will be published on MTC's website.

Reviewed and adopted by Council on 26th January 2026.
Next review January 2027.

