

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

### **1. Policy Statement**

The council recognises and accepts its responsibility as an employer for providing a safe and healthy working and operating environment and for taking all due care to protect the safety of its employees, councillors and members of the public who use its facilities. Accordingly it will, so far as is reasonable and practicable, take steps to meet this responsibility paying particular attention to the provision and maintenance of:-

- a) Plant, equipment and systems of work that are safe.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees and councillors.
- d) Safe places of work and safe access to them. Safe public areas where these are under Town Council control.
- e) A safe and healthy working and operating environment.
- f) Adequate facilities for welfare at work.

All employees, councillors, volunteers and members of the public are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to co-operate with others who may be affected by their acts or omissions and to co-operate with council staff to secure compliance with statutory duties placed upon them. This is in addition to the responsibility of the council and its managers/supervisors for ensuring generally safe conditions of work.

You must not do anything that could threaten the health or safety of yourself, fellow employees, councillors, customers or members of the public. (Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999).

Employees shall at all times make full use of appropriate safety equipment, devices and protective clothing and report any accidents, unsafe practices, systems of work and damage to plant to their immediate supervisor or to the Clerk to the Council.

- Smoking is not permitted on the council's premises or in council vehicles. This prohibition includes the use of e-cigarettes.
- No alcohol or drugs are allowed on the council's premises other than those drugs medically prescribed, and alcohol served at civic events or set aside for charity fundraising raffles, auctions, etc.
- The use of mobile telephones whilst driving council vehicles is forbidden.

The policy will be reviewed from time to time and may be updated.

### **2. Arrangements**

#### ***Health and Safety Information***

Copies of this policy and the local council health and safety guide are held by the Property Services Manager. He/she is the primary reference for Health and Safety matters.

### ***Risk Assessments***

Periodically, health and safety reviews will take place in each area. Risk Assessment forms will be completed and copies held by the person with responsibility for that area and the Town Clerk. The person responsible for overseeing health and safety in a particular area will implement improvements to minimise significant risks.

### ***Safety Instruction***

Safety instruction will primarily be provided “on the job” but will be supplemented by more formal tuition when required.

### ***Accident Reporting***

An Accident Report Book should be kept in an accessible location. All accidents and ‘near misses’ should be reported to the Town Clerk, who will ensure that the Council Accident Record is updated. Where the accident is notifiable as defined in the local council health and safety guide (Part 2 section 8) the Town Clerk will be informed and he/she will notify the appropriate authorities.

### ***First Aid***

First Aid kits are maintained in each work location operated by the council. Where appropriate first aid will be applied preferably by the Council First Aider or by a competent person. Where more serious injury is sustained professional help will be sought as soon as possible.

### ***Fire***

Fire procedures will be posted at each council work location.

### ***Welfare and Hygiene***

Protective clothing and other items issued for employees’ protection because of the nature of their job must be worn at all times. Failure to do so may contravene the Health and Safety at Work Act. Once issued employees and councillors should wear this protective wear on any and all relevant occasions, as not to do so may jeopardise their welfare and breach a condition of the council’s insurance policy.

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