



Bargoed Town Council

Health and Safety Policy

Bargoed 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.

The Lone Worker policy also forms part of Bargoed Town Council health and safety management scheme and should be considered alongside this document.

Through the Town Clerk, 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 practise, 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 workstation 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.

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 / volunteers / Councillors of Bargoed 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 Managers, Supervisors and employees.
- be responsible for the organisation and functioning of the 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;
- 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 inform 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.

COUNCILLORS

All councillors will:

- be aware of the legal duties towards health, safety and welfare at work.
- implement safe working methods and practices within their work.
- ensure that all safety directives and procedures, both general and specific to their work, are adhered to.
- ensure that all necessary safety equipment and protective clothing are available as required and that they are used in accordance with any relevant training.
- 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, 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 always readily available to all employees). This includes procedures for fire, first aid, accident reporting etc.
- inform the Town Clerk immediately (preferably before work commences) when there is a possibility that potential hazards could arise.
- liaise and consult with the Town Clerk or 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 Town Clerk/Assistant Clerk as appropriate.
- recommend to their 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 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.
- Town Clerk and Assistant Clerk will receive relevant training in health and safety to enable them to carry out these duties.

ALL VOLUNTEERS

All volunteers 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 in 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 Councillor or Town Clerk/Assistant 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 person's 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 Town Clerk 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.

DISABLED PERSONS

- The Council recognises its responsibility to people with a disability and will, so far as is reasonably practicable, carry out alterations etc to the workplace and public areas to ensure the health and safety of such employees, members of the public etc. Where alterations cannot be carried out, safety procedures will be implemented in respect of identified hazards. However, due to the old-style Town Hall and constraints imposed under listed buildings legislation, restricted access to some areas will be necessary in the interests of health and safety.

VISITORS

- All visitors must report to the Town Clerk or the person in control of the Town hall before entering the 'non-public' areas.

- Unless accompanied by a Councillor or Town Clerk/Assistant Clerk all visitors must make themselves familiar with emergency and evacuation procedures.
- All visitors must wear appropriate safety clothing and personal protective equipment when entering designated hazardous areas. (These items will be made available [free of charge] by the Council for the duration of the visit.)

NOTE: Where the Clerk is unavailable the Assistant Clerk to the Council will assume responsibility.

As updated 30th November 2022. Next review due December 2023