



CALDICOT TOWN COUNCIL

HEALTH AND SAFETY POLICY

Part 1: Statement of Intent:

Caldicot Town Council recognises that it has a legal obligation to provide a safe and healthy working environment in accordance with the Health and Safety at Work etc Act 1974. The efforts and co-operation of employees, contractors and service users will be valued as essential to permit work to be accomplished without danger and for the success of its service delivery. The Council will endeavour to implement and maintain measures such that activities will be controlled and managed to avoid unnecessary or unacceptable risk and will ensure so far as is reasonably practicable, the health, safety and welfare of all employees, contractors and others affected by its activities.

In order to discharge its responsibilities, the Council will:

- Manage health and safety risks in the workplace
- Work to prevent accidents and cases of work-related health issues
- Maintain safe and healthy working conditions
- Provide adequate resources and equipment to control the health and safety risks arising from work activities
- Only engage contractors who are able to demonstrate due regard to health and safety matters, ensuring risk assessments are undertaken and appropriate insurance is in place
- Effectively communicate health and safety requirements with staff
- Provide clear instructions, information and adequate training to ensure employees are competent to do their work
- Ensure safe handling and use of substances
- Devise and implement emergency procedures, including evacuation in case of fire and other significant incidents
- Review and revise this policy regularly

Signed

Date

Print Name

Review Date

Part 2: Responsibilities for health and safety:

Town Council has overall and final responsibility for health and safety.

It is the responsibility of all employees to co-operate in the implementation of Health and Safety within their work areas. All employees have a duty to ensure their own safety and the safety of others.

All employees should:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Part 3: Arrangements for health and safety:

The Council will obtain advice from a responsible competent person and will manage Health and Safety duties through the Health and Safety Committee.

Guidance regarding Health and Safety arrangements can be referenced within the Caldicot Town Council Health and Safety Handbook.