



## **Health and Safety Policy**

This is the statement of general policy for Royal Sutton Coldfield Town Council. The document has been compiled to provide information and guidance to all employees on this Council's Health and Safety Policy and organisational arrangements for implementation of that policy.

### **STATEMENT OF GENERAL POLICY**

It is the policy of this Council to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.

The Council will provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.

The Council will engage and consult with employees on day-to-day health and safety conditions.

The Council will have and implement emergency procedures, including evacuation in the case of fire or other significant incidents. The Council will maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage and use of substances.

The Council also accepts its responsibility for the health and safety of other people who may be affected by its activities.

### **THE ORGANISATION AND RESPONSIBILITIES**

The Town Clerk has overall and final responsibility for ensuring the provision and implementation of the Health and Safety Policy and for its review.

### **DELEGATED RESPONSIBILITY WITHIN THE COUNCIL**

The officer to whom the responsibility for making the arrangements for health and safety supervision have been delegated, will be responsible to the Town Clerk for the day to day supervision within their defined area of responsibility and, in particular, for:

- Establishing, in consultation with the Town Clerk, arrangements including safe systems of work and procedures for carrying out the Council's Health and Safety Policy incorporating any regulations, approved codes of practice and other relevant legislation.
- Investigating and reporting accidents/incidents and submitting a report to the Town Clerk. The Town Clerk can allocate another officer as appropriate to conduct further investigations if necessary.

- The Town Clerk will issue instructions to prevent further accidents/incidents and, where appropriate, make recommendations to Finance and General Purposes Committee on accident prevention.
- Monitoring the maintenance of all plant and equipment within their department and to submit reports for replacing equipment that is becoming no longer fit for purpose.

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace.

## **TRAINING**

It shall be the responsibility of the Town Clerk to issue all newly-appointed staff with a personal copy of the Health and Safety Policy and such supplements as are applicable to his/her duties and responsibilities.

## **CONTRACTORS AND VISITORS**

Where contractors and sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them, so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work Etc. Act 1974.

The Town Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risks to their safety or health when on the Council's premises, or in the vicinity of other Council activities.

## **POLICY REVIEW AND MONITORING**

Royal Sutton Coldfield Town Council will review this policy annually. The policy will also be reviewed in the event of a serious incident within the scope of the policy. The policy arrangements for its implementation will be monitored by means established by the Town Clerk and a report will be made annually to the Town Council.

## **ADVICE AND CONSULTANCY**

The local Inspector's Office's contact details are:

Local Area Inspector  
Health and Safety Executive  
Priestly House  
Priestly Road  
Basingstoke  
Hants  
RG24 9NW  
Tel: 01256 404000

This policy was adopted on...17<sup>th</sup> May 2017 .....