



## **Grange-over-Sands Town Council**

### **Health and Safety Policy**

**May 2020**

#### **Introduction**

**Grange-over-Sands Town Council** (hereafter referred to as 'the Council') recognises that under the Health and Safety at Work Act 1974, it has a legal responsibility to ensure the health, safety and welfare of employees, volunteers and councillors. The Council is keen to ensure, as far as is reasonably practicable, that members of the public who use council owned public areas do so in the safest way possible.

#### **Responsibilities**

The Council recognises and accepts responsibility as an employer for providing safe and healthy working conditions for employees, volunteers and councillors, paying attention to the provision and maintenance of:

1. Equipment and systems of work designed and maintained to operate and function safely.
2. Enough information, instructions, training and supervision to enable employees, volunteers and councillors to avoid hazards and contribute positively to their own safety and health at work.
3. The promotion of safety awareness among employees, councillors, volunteers and members of the public.
4. The provision of a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some council facilities.
5. The wearing of Personal Protective Equipment if required.
6. Requiring any contractors engaged by the Council to adhere to such health and safety issues as the Council may deem compulsory.
7. Risk assessments carried out as necessary and retained on record.
8. Electrical Portable Appliance Testing on Council equipment conducted annually to conform to current legislation.

The Clerk to the Council assumes the day-to-day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and Safety will be kept under review by the Council. Employees, councillors and volunteers are reminded that they also have a duty of care for their own safety and that of other persons who might be affected by Council activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully.

The final level of responsibility is, however, that of each individual.

Employees, councillors and volunteers are required to:

1. Seek advice on Health and Safety matters from the Clerk, and follow the advice given.
2. Use, in a correct and safe manner, all equipment including machinery, tools and Personal Protective Equipment if required.
3. Report immediately to the Clerk, or Chairman, any defects in structures/equipment which come to their notice.
4. Report promptly to the Clerk, or Chairman, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
5. Record any such accidents in an Accident Book.

A copy of this statement will be issued to the employees, councillors and volunteers of the Council.

This policy will be revised, added to, or modified when required and is reviewed annually.