



# Horley Town Council Health & Safety Policy

## 1. Introduction and duties

- 1.1 The Health and Safety at Work Act 1974 sets out the general duty of employers and states the main principle as *'it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.'*
- 1.2 The Council recognises and accepts this responsibility, and for the health and safety of any other person who may be affected by its activities as far as is reasonably practical.
- 1.3 The Council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.
- 1.4 The Health and Safety at Work Act 1974 also sets out the duties of members/employees while at the workplace.
- 1.5 Members/employees have a duty *'to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.'*

## 2. Sensible risk management

- 2.1 The Council will implement a Health and Safety policy to fulfil its responsibilities and adopt a sensible approach to risk management designed to:
  - Ensure staff and the public are properly protected
  - Ensure that risks that are created are managed responsibly
  - Ensure that precautions taken are appropriate to the perceived level of risk
  - Establish an audit trail of risk assessment records
- 2.2 The sensible risk management approach will ensure the Council **does not**:
  - Use 'Health and Safety' as a reason for preventing an activity
  - Scare people by exaggerating risks or publicising trivial risks
  - Create unrealistic demands prior to agreeing an activity

### **3. Risk assessments**

- 3.1 The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments.
- 3.2 A risk assessment should be a practical exercise examining what, in your work, could cause harm to people, and putting in place controls to minimise the identified risks.
- 3.3 The Health and Safety executive (HSE) promote a risk assessment process which follows the five following steps:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record the findings and implement them
  - Review the risk assessment and update if necessary
- 3.4 The Council will conduct an annual office risk assessment and report the findings to the Finance Committee.
- 3.5 The Council will conduct risk assessments for any event it holds and report the findings to the Finance Committee.
- 3.6 The Council will conduct regular, at least quarterly, risk assessments of its playground equipment and report the findings to the Finance Committee.
- 3.7 A full record of all risk assessments will be kept in the council office, including details of any remedial action taken.
- 3.8 A written record of any accidents, injuries or incidents will be retained in the Council office and referred to when completing any risk assessment.

### **4. Council Responsibilities**

- 4.1 The Council will ensure all employees are trained in the use of any work items provided to them to fulfil their duties.
- 4.2 The Council will actively involve staff members in completion of risk assessments connected to their respective roles and encourage staff members to raise any health and safety concerns they have with their line managers.
- 4.3 The Council recognise its obligations to consult with its employees as detailed in the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

- 4.4 The Council will ensure that adequate resources are made available for the implementation of health and safety.
- 4.5 Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.

## **5. Responsibilities by Members/Employees**

All members/employees are to:

- 5.1 Take reasonable care of their own safety.
- 5.2 Take reasonable care of the safety of others affected by their actions (this includes other employers and members of the public).
- 5.3 Observe the safety rules for specific plant, equipment and materials.
- 5.4 Comply with the Health and Safety policies of the Council.
- 5.5 Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- 5.6 Dress sensibly and safely for their particular working environment or occupation. In particular to wear all items of issued personal protective equipment (PPE).
- 5.7 Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks.
- 5.8 Use all safety equipment and/or protective clothing as directed.
- 5.9 Avoid any improvisations of any form which could create an unnecessary risk to their own personal safety and to the safety of others.
- 5.10 Maintain all equipment in good condition and report defects to the Chief Executive Officer.
- 5.11 Report any safety hazard or malfunction of any item of plant or equipment to the Chief Executive Officer.
- 5.12 Report all accidents and dangerous occurrences to the Chief Executive Officer whether an injury is sustained or not.
- 5.13 Observe all laid down procedures for processes, materials and substances used.
- 5.14 Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

## **6. Other legislation**

- 6.1 The Council will be mindful of other legislation which may affect its responsibilities for Health and Safety and take these into account when assessing risks, in particular:
- The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Personal Protective Equipment at Work Regulations 1992
  - The Manual Handling Operations Regulations 1992
  - The Health and Safety (Display Screen Equipment) Regulations 1992
- 6.2 The Council is also aware of other legislation which could affect its future responsibilities for health and safety, in particular:
- The Health and Safety (First Aid) Regulations 1981
  - The Electricity at Work Regulations 1989
  - The Confined Spaces Regulations 1997
  - The Provision and Use of Work Equipment Regulations 1998
  - The Lifting Operations and Lifting Equipment Regulations 1998
  - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
  - The Work at Height Regulations 2005
  - The Regulatory Reform (Fire Safety) Order 2005
  - The Control of Asbestos Regulations 2012
  - The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

## **7. Insurance**

- 7.1 The Council will meet its legal obligations to insure against liability or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

## **8. Contractors**

- 8.1 All contractors working on the Council's premises are required to comply with appropriate rules and regulations governing their work activities.
- 8.2 The Council will ensure that, prior to engaging any contractor, they are competent and that the work is carried out safely.
- 8.3 The Council recognise that it has a duty to ensure, as is reasonably practicable, that any contractors employed by the Council operate their activities in a safe manner with regard to their employees, Council employees and the general public.

## **Horley Town Council**

It is The Council's policy to provide, so far as is reasonably practicable:

- A safe working environment.
- A workplace and work activities that will be safe for the Council's members, employees, visitors and others who may be affected by the Council's activities and responsibilities.
- A safe environment for the public in the areas and locations falling within the responsibility of the Council.
- Safe plant, equipment and systems of work utilities in pursuance of the Council's duties.
- Safe use, handling and storage of articles and substances.
- Instruction and training for and consultation with the Council's members/employees.
- Adequate facilities and welfare arrangements for the Council's members/employees.
- Sufficient resources to implement the Council's policies and the assignment of responsibilities.

Members/Employees are reminded that they have a duty to take reasonable steps for their own health and safety and for other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.