



Pershore Town Council

HEALTH AND SAFETY POLICY STATEMENT

INTRODUCTION

This statement of Pershore Town Council's general policy with respect to the health and safety at work of its employees has been prepared in accordance with the requirements of Section 2(3) of the Health and Safety at Work Act 1974. It is issued to all employees of Pershore Town Council.

This legal requirement gives Pershore Town Council the opportunity to affirm to all employees the Council's policy in these matters. The policy will be reviewed and modified from time to time, and any revision brought to the notice of all employees.

In the policy the word employee is to mean:

- a) any person employed under a contract of employment (defined under the Health and Safety at Work Act 1974);
- b) any person undergoing work experience (defined in Health and Safety (training for employment) Regulations 1990);
- c) any self employed person who is acting under a contract of service in that the Pershore Town Council directs the day to day work of that person, except where that person is hired via an employment agency;
- d) any voluntary worker whom the Council deem to be an employee for this purpose.

GENERAL STATEMENT

Pershore Town Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Pershore Town Council will provide, as far as is reasonably practical, adequate resources to meet such commitment to eliminate, or minimise health and safety risks via the provision:

- a) and maintenance of safe plant, equipment and systems at work;

For review December 18

- b) of a safe places of work and safe access and egress from its buildings;
- c) of safe arrangements for the use, handling, storage and transport of articles and substances;
- d) of suitable information, instruction and training to enable all employees to avoid risks to their own and the health and safety of others at work;
- e) of competent technical advice in order to achieve safe and health working conditions;
- f) of a healthy working environment including the provision of protective clothing where appropriate and adequate welfare facilities.

ORGANISATION AND ARRANGEMENTS

The Council has nominated the Finance and Property Committee to be the responsible Committee for this Policy. This committee will receive and consider regular reports monitoring the Councils performance.

The Council has delegated to the Town Clerk the day-to-day responsibility for ensuring the Councils Health and Safety Policy is implemented.

The Town Clerk is responsible for carrying out Risk Assessments, reviewing them and ensuring they remain appropriate. The Town Clerk will ensure that all employees have copies of the risk assessments appropriate for their work.

The Town Clerk may delegate to other members of staff the duty to carry out inspections but only when he/she is satisfied they are competent to do them.

No policy will work without the active co-operation of employees. Employees are expected to work in accordance with the instructions of supervisors. Employees must report any dangerous situations and defects in equipment, protective clothing or in safe working methods, whether in their direct working area or not. Any employee who deliberately contravenes the Council's Health and Safety Policy may be subjected to disciplinary procedures.

The Town Clerk will hold an accident book and any employee who has an accident is required to enter the details in this book. Where any employee is aware of an accident of injury to a member of the public in any of the Council's premises or during work being carried out by or for the Council they should try to obtain the injured persons details and

inform the Town Clerk on that day or no later than the next working day.

CONSULTATION

The Town Clerk will consult with employees where there are proposals to change equipment or systems of work that may affect their health and safety. The consultation will take place in good time and before the proposed changes are put into effect. These changes will be notified in writing, where necessary.

EMERGENCIES

Systems and procedures will be developed to deal with emergency situations, which may put employees of the Council, or members of the public using the Council's facilities at risk. As a minimum there will be:

- a) first aid facilities in the premises and available to mobile work groups;
- b) an evacuation plan and assembly points suitable for the maximum number of potential users of the Council's premises. The sound of the fire alarm, the position of the nearest telephone, the correct address of the premises and the location of the assembly points will be given to building hires at the time the booking is made and will clearly be displayed in the building.

INSPECTIONS

The Council's premises will be inspected in accordance with attached schedule and the findings recorded by the Town Clerk.

Signed

Mrs A Dobbins A.C.I.B.
Town Clerk

INSPECTIONS / TESTS

Town Hall/ Library/Chapel/Cemetery Lodge

- | | |
|----------|--|
| 5 yearly | -electrical circuits |
| Annual | -gas equipment
-fire extinguishers
-water storage system
-portable appliance testing |
| Monthly | -lighting
-floor coverings
-first aid kit
-car park area
-doors, windows, steps & hand rails
-toilet areas and equipment
-mowing/strimming equipment
-all tooling |
| Weekly | -fire alarm
-emergency lighting
-vacuum cleaner
-electric kettles |

Public Open Space

- | | |
|--------|---|
| Weekly | -Cherry Orchard Play Area
-King Georges V Recreation Ground
-St Andrews Gardens |
|--------|---|

Cemetery

- | | |
|---------|---|
| Monthly | -car park area
-footpaths
-doors, windows, steps & hand rails
-toilet areas and equipment
-mowing/strimming equipment
-all tooling |
|---------|---|

N.B. Where appropriate, qualified engineers will be used to carry out safety checks

No electrical equipment, other than that owned, hired or tested by the Council, is permitted to be used by employees during their work for the Council.

Any electrical equipment brought into the building by any hirer is required to have a current portable appliance test in place.

N.B. This policy should be regarded as a living document and space has been provided on the left hand side for recording any amendments. Any such amendments should be initialled and dated by the originator.