



BERKHAMSTED TOWN COUNCIL

HEALTH AND SAFETY POLICY

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VERSION TABLE

Version	Change Made	Date Change Made	Change Made By
0.1	Initial Draft 1	14/02/2019	Joanna Harley, Deputy Town Clerk
0.2	Draft version 2	21/02/2019	Joanna Harley, Deputy Town Clerk
0.3	Draft version 3	27/06/2019	Joanna Harley, Deputy Town Clerk
0.4	Amendments post approval at F&P 29/07/2019	07/08/2019	Joanna Harley, Deputy Town Clerk



1. GENERAL STATEMENT

- 1.1 Berkhamsted Town Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers, general public and others who may be affected by the activities of the Council and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created;
- 1.2. The Council is fully committed to meeting its responsibilities under the *Health and Safety at Work, etc Act 1974* and other statutory provisions. To achieve this, it keeps and monitors a risk register, creates and reviews risk assessments, provides relevant training to its staff, stays abreast of new EU directives, legislation, regulations, standards and guidance to ensure continued compliance and best practice;
- 1.3 The Council will monitor its health and safety performance regularly to enable remedial action to redress deficiencies and ensure continuous improvement;
- 1.4 If required, the Council will seek expert technical advice on Health and Safety matters; and
- 1.5 This policy will be reviewed annually or if required by any significant changes to the Council's activities.

2. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable

- 2.1 Adequate training of staff to ensure health and safety procedures are understood and adhered to;
- 2.2 Adequate welfare provisions for staff at work;
- 2.3 A safe working environment that is properly maintained and where operations within it are conducted safely;
- 2.4 Suitable provision of relevant information, instruction and supervision; and
- 2.5 The equipment required to enable employees to perform their duties safely and correctly, i.e. personal protective equipment (PPE).



3. DUTIES AND RESPONSIBILITIES OF THE COUNCIL

The Council, as a corporate body, is responsible for the implementation of the Council's Health and Safety Policy, for the monitoring of the day-to-day administration of the Council's affairs and for ensuring that all insurance policies are in date.

It will ensure that:

- 3.1 A copy of this Policy is circulated to all employees on appointment. Opportunity will be given to discuss the Policy on an individual basis to ensure that it is fully understood and implemented;
- 3.2 The Council's activities are monitored to ensure that the objectives of the Policy are being complied with;
- 3.3 Contracts of employment include compliance with obligatory statutory, health, safety and environmental requirements;
- 3.4 All staff and volunteers have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- 3.5 It provides equipment and facilities that are adequate and appropriate in the circumstances for enabling first-aid to be rendered to its employees if they are injured or become ill at work;
- 3.6 Any accidents arising out of the Council's activities are recorded, reported and investigated; and reported to the HSE if categorised as a RIDDOR; and
- 3.7 Regular inspections of equipment are carried out and necessary records kept.

4. DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES

- 4.1 Employees have a responsibility to comply with this policy and with the Health and Safety at Work etc. Act 1974 and associated legislation;
- 4.2 Employees have a statutory duty to take reasonable care of the safety and health of themselves and of others who may be affected by their acts and to cooperate with the Council to enable it to fulfil its statutory obligations. They should ensure that they are physically fit and technically responsible for the work requested of them and are supplied with the equipment required in order to complete their work, such as the correct personal protective equipment (PPE);
- 4.3 In accordance with the Display Screen Equipment Regulations 1992, all employees of the Council who work with DSE should complete an annual self-assessment to ensure their workstation is set up correctly, with any issues being reported back to the Council for resolution;



- 4.4 Employees have a responsibility to properly use any safety device involved in their work. They will not recklessly interfere with or misuse anything provided in the interest of health, safety and welfare; and
- 4.5 Employees will ensure that tasks requiring the use of a stepladder are carried out safely, in accordance with safe practice and are for low-risk, short duration tasks only;
- 4.6 All accidents and near miss accidents shall be reported to the Town Clerk, or in her absence the Deputy Town Clerk, and recorded in the Council's accident report book as soon as possible after the event. Employees will also cooperate with investigating all accidents and near misses; and
- 4.7 Employees must request assistance or advice about any area of work that they are not familiar with.

5. CONTRACTORS

Contractors must comply with the following:

- 5.1 Any contractor employed by the Council shall be responsible for conducting themselves safely at all times and in complying with the Council's Health and Safety Policy;
- 5.2 Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site;
- 5.2 Prior to commencing work for the Council, contractors must provide details of their valid Public Liability Insurance and specific risk assessments and method statements (RAMS).
- 5.4 All tools and equipment that they bring must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking;
- 5.5 All electrical equipment must have a valid Portable Appliance Test; and
- 5.6 In the case of a specific event organised by the Council, any contractors must set-up well in advance of the start-time to allow for a full inspection of the site prior to the event commencing.

6. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY

The Council will:



- 6.1 Keep informed of the relevant Health and Safety Policy legislation and make effective arrangements to implement changes as required;
- 6.2 Ensure this Health and Safety Policy is reviewed at least annually with any revisions being agreed with the Council and the updated Policy document being issued to all employees;
- 6.3 Maintain a Risk Register and Assessment in order to assess and control the risks associated with the Council's undertakings;
- 6.4 Ensure that matters of Health and Safety are regularly discussed at meetings of the Town Council;
- 6.5 Ensure that risk assessments are completed on the activities of the Council, with these being reviewed at least annually, or in the event of an incident. It shall also maintain a log of risk assessments;
- 6.6 Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work and insurance requirements;
- 6.7 Ensure that work activities by the Council do not unreasonable jeopardise the health and safety of members of the public;
- 6.8 Maintain a central record of notified accidents and take immediate action if an accident or hazardous incident occurs in order to prevent recurrence;
- 6.9 If an accident or hazardous incident occurs, immediate action will be taken to prevent a recurrence and relevant risk assessments will be updated.

7. LEGISLATION

The Health & Safety at Work, etc Act 1974
The Health and Safety (First-Aid) Regulations 1981
The Management of Health & Safety at Work Regulations 1999
Provision and use of Work Equipment Regulations 1998
Health & Safety (Display Screen Equipment) Regulations 1992
Workplace (Health, Safety & Welfare) Regulations 1992
Personal Protective Equipment at Work Regulations 1992 (as amended)
RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Electricity at Work Regulations 1989
Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Work at Height Regulations 2005 (WAHR)
Fire Precautions Act 1971
Fire Precautions (workplace) Regulations 1997 (as amended)
Health & Safety (Consultation with Employees) Regulations 1996
Offices, shops and Railway Premises Act 1963
Provision and Use of Work Equipment Regulations 1998