



GERRARDS CROSS TOWN COUNCIL HEALTH AND SAFETY POLICY

Version	2024.1
Date approved by Full Council	16 th September 2024

This policy provides an overview of how the council will ensure the safety of its employees and the public (where applicable).

Introduction

1.1 The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities

1.2 The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.

1.3 Reference to employees also applies to volunteers working on behalf of the Council.

Objectives

The Council aims to:

2.1 Provide adequate resources to control the health and safety risks arising from our activities

2.2 Encourage staff to identify and report hazards and potential hazards so that we can all contribute towards improving safety

2.3 Maintain premises and equipment that are safe

2.4 Provide information and where possible relevant training for employees

2.5 Carry out and review risk assessments

2.6 Require contractors to have due regard to health and safety matters

2.8 Review this policy annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.

Organisation Structure for Health & Safety

3.1 The Full Council has ultimate responsibility for the health and safety of Gerrards Cross Town Council. The Council instructs the Town Clerk to consider and apply this policy in the management of other employees as well as in the Council's dealings with contractors.

3.2 The Council aims to

- provide the lead in developing a positive health and safety culture through the organisation
- promote the active participation of all employees in improving health and safety performance.

3.3 The Town Clerk is the designated person with overall responsibility for ensuring compliance with Health and Safety legislation.

3.4 The Town Clerk's duties include that

- This policy is implemented, monitored, developed and communicated effectively
- Adequate insurance cover is provided at all times
- There is regular communication and consultation with staff on health and safety matters
- Safe working practices are developed, implemented and maintained and any incidents are reported to the Council
- Ensure that all employees receive adequate training, information and supervision to maintain safe standards.

3.5 All Council employees are required to:

- Make themselves familiar with and conform to this policy
- Observe safety rules at all times
- Where required, wear protective clothing and use appropriate safety devices provided
- Report to their line manager, or in the case of the Clerk, to the Council, all accidents, injuries to persons and damage to vehicles/plant/equipment as well as safety hazards
- Know the location of First Aid facilities
- Know what to do in the case of fire, or other emergency and the location of fire fighting equipment
- Observe safe standards of behaviour and dress

Fire Safety

4.1. All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.

4.2. Fire risk assessments will be conducted annually for all Council premises

4.3. Emergency plans, including evacuation plans, will be established for the Council Office and any other location routinely used for Council business

4.4. The Town Clerk is responsible for ensuring all fire safety tests and drills are logged in a records book

Contractors and Visitors

5.1. The Council shall direct all contractors or sub-contractors engaged by the Town Council to maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the *Health & Safety at Work Act 1974*

5.2. The Council shall conduct its activities to minimise risks to the safety or health of members of the public when on Council premises or at events organised by or on the behalf of the Town Council.

MONITORING

This policy was adopted on 16th September 2024 and will be reviewed each year at the Annual Meeting.