



# Brixham Town Council

## Health and Safety Policy

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|-------------------------|---------------------------|
| <b>Date of Adoption</b> | April 2017                |
| <b>Reviewed</b>         | February 2021             |
| <b>Issue Number</b>     | V1                        |
| <b>Written by</b>       | Tracy Hallett, Town Clerk |

## **Statement of intent**

Brixham Town Council aspires to achieving excellence in service delivery. The same commitment to excellence is required in the manner in which the Members, Council Employees and Volunteers discharge their health, safety and fire responsibilities.

The Council as the employer has the ultimate responsibility for health, safety and fire precautions and recognises that the management of health, safety and fire precautions is an integral part of all of the activities it undertakes. The Council will provide proper resources to meet this responsibility.

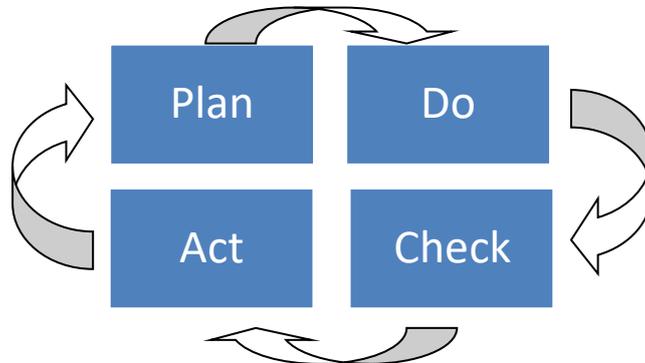
The Council will aim for zero accidents and incidents of ill-health in its application of sensible health, safety, and fire precautions management. Whilst the council will aim higher the minimum acceptable standard of all Brixham Town Council policies and procedures will be the compliance with the Health and Safety at Work etc. Act 1974, The Regulatory Reform Order (Fire Safety) 2005 and other relevant legislation and codes of practice.

This policy applies equally to all Council employees, Elected Members, Volunteers and Contractors working on behalf of the Council regardless of their age, disability, gender, race, religion or sexual orientation. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

This policy will be reviewed and updated as and when significant changes take place. Guidance and procedures to support this policy are contained within the Council's Staff Handbook.

## Arrangements

The Council will abide by the safety management principles described in the Health and Safety Executive document HSG 65, Successful Health and Safety Management. These principles are implemented in the arrangements below.



- Plan - Determine the policy and plan for implementation
- Do - Profile risks, organise for health and safety and implement the plans
- Check - Measure performance (monitor before events, investigate after events)
- Act - Review performance and act on lessons learned.

## Responsibilities and Organisation

- A. **The Town Clerk, supported by Elected Members**, has the overall leadership role for the health, safety and welfare of employees and others within the Council's area of undertakings.

They will:

- Provide strategic direction and oversight by ensuring suitable resources are made available to discharge the Council's health, safety and fire responsibilities.
- Lead by example.
- Ensure the proper provision for health, safety and fire is made when commissioning services whether from the public, private or voluntary sector.
- Ensure that health, safety and fire precautions are considered in Council decisions.
- Provide regular feedback on health, safety and fire performance to the Town Hall Sub Committee.
- Ensure that adequate numbers of risk assessors and fire marshals are appointed and trained within their areas of responsibility.
- Provide adequate instruction and training in order that employees are competent to carry out their work safely and free of risk to themselves, or other people who may be affected by such activities.
- Ensure that adequate and effective risk assessments are undertaken and ~~regularly reviewed~~ **undergo an annual review in January or following either a change on personnel, near miss, accident, change of procedure or equipment or any other significant change.**
- Ensure that adequate inspection and maintenance regimes are in place for the properties and equipment within their areas of responsibility.

- Ensure effective consultation and communication takes place with employees, including the provision of any necessary information to any person, contractor or business that might be affected by work activities.

B. **The Town Clerk** will be responsible for ensuring the maintenance of health, safety, fire and welfare arrangements within the building including but not limited to:

- Asbestos management
- Legionella inspections
- Control of contractors
- Falls from height
- Fire precautions
- First aid
- Maintenance of equipment

C. **Employees** and Town Councillors are responsible for their own health and safety, and that of their colleagues and members of the public who may be affected by their work activities.

They will ensure:

- That products, equipment and buildings are not damaged by their actions.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse or damage anything provided in the interest of health and safety.
- Assist by reporting to the Town Clerk any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Attend training or instruction to enable them to work competently and safely.