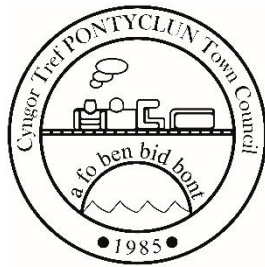


# Cyngor Tref Pontyclun Town Council

Health & Safety Policy Statement  
Set July 2017 last review Mar 2024



## Contents

PART A - GENERAL STATEMENT .....	2
PART B - ORGANISATION.....	3
THE COUNCIL.....	3
THE CLERK .....	3
ALL EMPLOYEES.....	3
PART C - ARRANGEMENTS .....	4
SAFE SYSTEMS OF WORK .....	4
ACCIDENTS.....	4
EQUIPMENT .....	4
STORAGE OF MATERIALS .....	4
RISK ASSESSMENTS .....	4
INFORMATION .....	5
PERSONAL PROTECTIVE EQUIPMENT .....	5
FIRST AID .....	5
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH .....	5
FIRE .....	6
Fire and Legislative Requirements: .....	6
Action in the event of a Fire: .....	6
Fire Equipment .....	6
GOOD HOUSEKEEPING .....	7
WORKING AT HEIGHTS .....	7
MANUAL HANDLING.....	7
ELECTRICITY .....	7
TRAINING.....	7

## PART A - GENERAL STATEMENT

It is the objective of the Town Council that employees and others be protected, so far as it is reasonably practicable, from risks to health and safety arising from work activities.

This will be achieved by adopting a strategy that will include the provision of safe working systems and appropriate procedures to cater for all significant risks identified.

The responsibility for achieving and adhering to acceptable safe standards rests not only with the Town Council as an employer but also the employees, sub-contractors and suppliers of materials to be used at work.

The Town Council will provide and maintain safe and healthy conditions, equipment for all employees and provide such information, training and supervision as is necessary.

The successful implementation of this policy is dependent upon the complete and whole hearted co-operation of management and employees alike.

The Town Council expects every employee to take reasonable care of the health and safety of him/herself and others who may be affected by their acts or omissions; to co-operate with the Town Council in achieving safe working conditions and on complying with all relevant statutory provisions.

The policy will be monitored by making regular site inspections and periodic safety audits.

This statement of Policy will be reviewed as appropriate to take account of changes in circumstances or in legal requirements.

References to statutes should be read to include these acts and subsequent updates and replacements

**Wayne Owen**  
**Chair**

## PART B - ORGANISATION

### THE COUNCIL

The Council has overall and final responsibility for health and safety and the implementation of the policy.

The Council is responsible for:-

- appointing someone (the Clerk) to be responsible for health and safety
- establishing an effective policy on health and safety and seeing the law is complied with
- continuous appraisal of the policy
- ensure consultation takes place with employees
- demonstrating personal involvement and support and setting a personal example of safe behaviour
- ensuring the policy is reviewed as necessary.

### THE CLERK

The Clerk is responsible for:-

- ensuring the health and safety policy is complied with and safe systems of work are prepared
- monitoring performance of health and safety matters
- ensuring safety objectives are being reviewed
- setting a personal example of safe behaviour

### ALL EMPLOYEES

It is the responsibility of every employee to ensure the health and safety of themselves and others by:-

- making themselves familiar with all safe systems of work applicable to their employment roles
- wearing and using safety clothing and equipment provided
- conforming with both verbal and written instruction concerning health and safety
- reporting all hazards; potential hazards or persons creating hazards
- reporting all incidents, whether persons are injured or not
- co-operating with the employer in ensuring that Regulations are observed and where possible, making suggestions for their improvement.

## PART C - ARRANGEMENTS

### SAFE SYSTEMS OF WORK

All safe systems of work will be prepared to ensure, so far as is reasonably practicable, the health and safety of employees and others who may be effected by the Town Council's activities.

Safe systems of work will be brought to the attention of all employees.

### ACCIDENTS

All accidents will be investigated at the earliest opportunity to establish what caused the accident. All accidents no matter how minor will be reported in the Accident Book.

The Town Council will ensure that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR) are met.

### EQUIPMENT

Equipment being used will be suitable for the purpose for which it was obtained and comply with the Personal Protective Equipment at Work Regulations 1992. It will be inspected and maintained by competent people to the standards necessary to try to eliminate failures that may give rise to personal injuries or ill health.

### STORAGE OF MATERIALS

Materials will be stored so that they are maintained in a proper condition and to allow safe replacement and retrieval.

### RISK ASSESSMENTS

Risk assessments will be carried out for all workplace activities in accordance with the Management of Health and Safety at Work Regulations 1992. These assessments will highlight working hazards and any preventative or control measures needed to reduce these hazards. These risk assessments will be recorded and documented.

The Office staff will complete risk assessments for manual handling and Display Screen equipment bi-annually or when significant changes happen. The caretakers have a specific risk assessment regime for their activities.

Other risk assessments under specific legislation will be carried out.

## INFORMATION

Employees will either be provided with or have access to all information necessary for them to undertake their duties with proper regard for the safety and health of others.

## PERSONAL PROTECTIVE EQUIPMENT

Where it is not possible to eliminate hazards to the individual by any other reasonable practicable means, then employees will be issued with personal protective equipment. Where this has been issued it shall be properly used whenever the employee is at risk from the hazards for which it has been provided.

Examples of personal protective equipment are:-

- Eye Protection
- Safety Shoe/Boots
- Protective Clothing
- Hand Protection

All personal protective equipment will be in accordance with the Personal Protective Equipment at Work Regulations 1992.

## FIRST AID

The Town Council will comply with the First Aid at Work Regulations 1981 by ensuring that adequate number of first aiders are available and that adequate first aid equipment is present.

First aiders will be trained to the appropriate standard and will only be allowed to practice first aid when the appropriate certificate has been issued.

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The requirements of the Control of Substances Hazardous to Health Regulations (COSHH) 2002 will be met. Information will be obtained on products, assessments made of those products and information given to employees with regard to health and safety when using the product.

## FIRE

### Fire and Legislative Requirements:

The Town Council will comply with the legal requirements laid down by the Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations 1997 and subsequent legislation concerning fire safety in buildings, evacuation procedures, etc.

### Action in the event of a Fire:

In the event of a fire, the safety of employees and others is the first priority, followed by the containment of the fire. The action to be taken by employees in the event of fire and the arrangements for fire evacuation will be laid down by displaying notices within the building. They will be kept up to date and brought to the attention of all concerned. A fire evacuation drill will take place on a regular basis. Designated fire officers will be trained to help evacuate people from the building, take roll calls, etc. and tackle small outbreaks of fire by using fire extinguishers.

### Fire Equipment

The Town Council will provide and maintain a range of portable fire extinguishers and other fire-fighting equipment in order to minimise losses due to fire.

## GOOD HOUSEKEEPING

A clean and tidy workplace is the basis of safety and health at work, in which everyone has a vital part to play. It is essential to follow the arrangements for:-

- proper storage of clothing, tools, material and equipment
- articles not in immediate use to be placed in proper storage, to keep floor/ground area clear
- storage and disposal of waste
- maintenance of a first-aid facility

The presence of rats, mice, cockroaches, etc., must be reported immediately.

Suggestions for improvement to safety, health and welfare are very much encouraged and should be made in the first instance to the Clerk.

## WORKING AT HEIGHTS

Arrangements will be made for the safety of employees required to work off the ground. This includes the means of access and egress as well as protection against falls.

## MANUAL HANDLING

An assessment of all Manual Handling tasks will be carried out in accordance with the Manual Handling Operations Regulations 1992.

## ELECTRICITY

All portable and stationary electrical equipment will be maintained regularly and regularly tested and inspected to ensure it remains in a safe condition.

The requirements of the Electricity at Work Regulations 1989 will be met.

## TRAINING

The Town Council will ensure that training needs of employees are identified and they receive suitable training to ensure their own health and safety and the safety of others.

All Office staff will be required to complete reading on the following topics on an annual basis

- Manual handling
- Display Screen equipment
- Lone working

The caretaking staff have specific additional relevant training provided by outside providers with a formalised renewal scheme.