

Health and Safety Policy

Saundersfoot Community Council

1. GENERAL

- a) Saundersfoot Community Council (SCC) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- b) The Council will meet its responsibilities under the Health and Safety at Work Etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- c) The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

2. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

- a) A safe place of work and a safe working environment
- b) Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities
- c) Systems of work that are safe and without risks to health.
- d) Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- e) Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- f) Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's Activities

3. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

As the Council's Safety Officer, the Clerk will:

- a) Keep informed of relevant Health and Safety policy legislation.
- b) Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
- c) Make effective arrangements to implement the Health and Safety at Work Policy.
- d) Ensure that matters of Health and Safety are discussed as required at meetings of the Council
- e) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- f) Maintain a file of risk assessments, summarised in the Minutes.
- g) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy.
- h) Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

- i) Maintain a central record of notified accidents.
- j) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting
- k) Act as the contact and liaison point for the Health and Safety Inspectorate.

With reference to contractors:

The Council acknowledges that putting a service out to tender is not a mechanism for transferring all the health and safety risks and responsibilities to a contractor.

The Council, as Client, will ensure that:

- Whoever carries out the work is able to do so in a way that controls health and safety risks and
- They will not force conditions or systems upon the service provider that put workers or the public at unacceptable risk.
- From conception to conclusion, the Council acknowledges it has a duty to ensure that the contract is specified and carried out in a manner that ensures, so far as is reasonably practicable, the health and safety of contractors, employees and members of the public, including service user
- The Council will test any prospective service provider's ability to deliver a safe and healthy operation.
- The Council will ensure, through robust client monitoring, that what was required has been done and that the systems of control remain effective

All employees, contractors and voluntary helpers will:

- a) Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- b) Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available
- c) Take reasonable care for the Health and Safety of other people who may be affected by their activities
- d) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety
- e) Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety
- f) Report any accidents or hazardous incidents to the Clerk
- g) Fire Extinguishers must be provided by the contractor in cases of any "hot works being carried out"

The policy to be reviewed every three years unless there are any relevant legislation changes.