



## **STOW ON THE WOLD TOWN COUNCIL**

### **HEALTH & SAFETY POLICY**

#### **OVERVIEW**

Stow on the Wold Town Council recognises that it has statutory obligations under Health and Safety Acts<sup>1</sup> to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, Councillors, volunteers, contractors and the public. It is the Council's policy to provide information, instruction and supervision for this purpose.

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 for all.

#### **AIMS OF POLICY**

To provide as far as is reasonably practicable:-

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of health and safety, including regular risk assessments of Council activities.
- Systems of operating that are safe and without risk to health.
- Obtaining specialist technical advice and assistance on matters of health and safety when necessary.
- Sufficient information, instruction and training for employees, contractors, volunteers to carry out work safely.
- Care and attention to health, safety and welfare for all employees, contractors, volunteers and members of the public who may be affected by the Council's activities.

#### **ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT POLICY**

**As the Council's Safety Officer the Clerk will:-**

- Keep informed of relevant health and safety policy legislation by being registered and receiving updates from Health and Safety Executive via its e-bulletin service.
- Make effective arrangements to implement Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at Council meetings.
- Ensure that regular risk assessments are carried out on working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments.

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<sup>1</sup> Health and Safety at Work Act 1974

Management of Health & Safety at Work Regulations 1999

Workplace (Health, Safety & Welfare) Regulations 1992

Health & Safety (Display Screen Equipment) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Manual Handling Operators Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995

Working Time Regulations 1998 (as amended)

Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations 2002

- Make effective arrangements to ensure contractors working for the Council comply with all reasonable health and safety requirements. Ensure that the activities by the Council do not unreasonably jeopardise the health and safety of the public.
- Maintain an accidents book and ensure first aid kit is easily accessible and maintained (kept in cupboard, under stairs, in main downstairs office).
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

#### **Council Employees, Councillors and Volunteers will:-**

- Familiarise themselves with and cooperate fully with the aims and requirements of the Council's Health and Safety and Lone Working policies.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and where appropriate, ensure the appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Report any accidents or hazardous incidents to the Clerk. Council to ensure that the Health & Safety law poster is on display.

#### **Health and Safety at Council Meetings and Other Events**

- Meetings usually take place at the Youth Centre. Prior to each meeting, when setting up the room, a safety check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked.
- Meetings at other venues will be risk assessed in advance.
- If a meeting is taking place at another venue other than the Youth Centre then a fully charged mobile phone with a good signal should be available at all meetings to call the emergency services if someone becomes ill or in case of a fire or other emergency.
- A risk assessment will be carried out in advance of any other event organised by the Council.
- During Covid 19 pandemic extra measures in place in terms for face to face meetings and events organised by Council. See separate risk assessments.

#### **Council Owned Property etc**

- All property and land in the ownership of the Council, for example street furniture, buildings, playing fields, cemetery, play equipment, allotments etc will be checked on a regular basis in line with Council's Health and Safety Risk Management policy.
- The Council will take urgent action to address any safety issues relating to anything that is in the ownership/responsibility of the Council.

#### **Lone Working or Travelling on Council Business:-**

- If working or travelling alone take precautions as detailed in Council's Lone Working Policy document.
- If driving, the health & safety guidance on driving at work can be accessed at:-  
<https://www.hse.gov.uk/workplacetransport/drivingforwork.htm>  
<https://www.hse.gov.uk/roadsafety>
- Ensure you are sufficiently fit and healthy to drive.
- Ensure that your vehicle is maintained in a safe condition and fit for the road.
- Take sufficient account of adverse weather conditions.
- Avoid parking in poorly lit and isolated areas.
- Ensure your motor insurance policy covers the activity you are undertaking.

### **Engaging Contractors**

- The Council will only engage contractors who are able to demonstrate due regard to health and safety matters.
- The Council will ensure that where contractors are engaged they must maintain effective control of themselves and those working under them to ensure they comply with the responsibilities and duties of the health & safety legislation.
- Consider requesting contractors to supply a written method statement prior to starting major works. For smaller projects consider asking for details of what arrangements a contractor has in place to ensure safe working practices.
- All contractors to be given a copy of the Council's Health and Safety & Lone Working policies.
- All contractors must have public liability insurance cover with an up to date copy lodged at Council office.

### **Hazardous Substances**

Hazardous substances to be kept locked up in a suitable container or cupboard. Hazardous substances used by any contractor to be kept locked in a suitable container or offsite at their premises. Protective clothing must be worn during their use and substances must be risk assessed.

### **Volunteers**

- Council will only engage volunteers who are able to demonstrate due regard to health and safety matters.
- All volunteer activities which involve more than attendance at meetings, for example, taking part in a litter pick campaign, will be risk assessed.
- All volunteers will be given a copy of the Council's Health and Safety and Lone Working policies if relevant.