



# MONTGOMERY TOWN COUNCIL

## CYNGOR TREF TREFALDWYN

### HEALTH AND SAFETY POLICY

#### STATEMENT OF INTENT

Montgomery Town Council (The Council) recognises and accepts its responsibilities for providing a safe and healthy environment for employees, contractors, councillors, partners, volunteers and members of the public who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and any subsequent legislation, and will provide, as far as is reasonably practicable and foreseeable, the resources necessary to fulfil this commitment including seeking appropriate expert technical advice to assist the Clerk in fulfilling the Council's responsibilities.

Montgomery Town Council will:

Provide a health and safety policy

Assess the risks to any people who could be affected by our activities.

Complete risk assessments

Access health and safety advice when necessary

Minimise waste and recycle wherever possible.

Train employees in environmental, health and safety matters

#### RESPONSIBILITIES

Councillors and staff have responsibility for ensuring the health and safety of themselves and others.

Councillors are ultimately accountable for ensuring the Town Council meets its health and safety obligations for all its assets.

The Town Clerk is the designated Responsible Safety Officer

#### AIMS OF THE HEALTH AND SAFETY POLICY

*To provide as far as is reasonably practicable and foreseeable:*

1. 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 activities.

Systems of work that are safe and without risks to health.

Actions based on specialist technical advice and assistance when necessary.

Sufficient information, instruction and training for employees, contractors, councillors and

volunteers to carry out their work safely.

Care and attention to the health, safety and welfare of employees, contractors, volunteers and members of the public who may be affected by the council's activities.

## **ARRANGEMENTS AND RESPONSIBILITIES**

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

1. Keep informed of relevant Health and Safety policy legislation and attend appropriate training.

Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.

Make effective arrangements to implement the Health and Safety Policy.

Ensure that matters of Health and Safety are regularly discussed at meetings of the Council and the Policy reviewed on an annual basis.

Ensure that regular risk assessments of working practices are carried out, with subsequent consideration and review of any necessary corrective/protective measures. Require contractors to supply a written method statement prior to starting major works.

*(Work with the Assets Committee to)* maintain a file of risk assessments for assets held by the Council and present these annually to full Council.

Ensure *(with the Assets Committee)* that there is a schedule for relevant statutory and non-statutory safety inspections of all assets in place, implemented and recorded.

With especial reference to playgrounds and any events or activities organised by the Council involving children or vulnerable adults ensure any councillors, volunteers and contractors are made aware of the provisions of the Council's Safeguarding Policy.

Make effective arrangements to ensure any contractors working for the Council comply with all reasonable Health and Safety requirements.

Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

Ensure that signs and warning notices are properly and prominently displayed, are legible and removed if no longer required.

Provide all contractors with a copy of the Council's Health & Safety Policy. Failure to observe the policy will result in the contractors being required to comply forthwith or cease work and vacate Council property immediately until able to do so.

Where an asset is leased to a third party the Council will ensure themselves that the lessee has appropriate health & safety and risk assessment arrangements in place for the purpose for which the asset is intended.

At their discretion, require any contractor to provide a copy of their Health and Safety Policy or Safe Working Practices Procedure.

Maintain a central record of notified accidents on Council property or involving contractors, councillors or volunteers in pursuance of Council business.

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

***All employees, contractors, Councillors and volunteers will:***

Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.

Take all reasonable care for their own Health and Safety, use appropriate personal protective clothing<sup>1</sup> and, where appropriate, ensure that First Aid materials are available.

Take all reasonable care for the Health and Safety of other people who may be affected by their activities or actions

Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.

Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.

6. Immediately report any accidents or hazardous incidents to the Clerk.

**Associated documents:**

Safeguarding Policy (Statement on First Aid) Risk Assessments Asset Register

Adopted: 6<sup>th</sup> August 2020 - See Minute 66 item 5

Version:

Review date:

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**1 ADDITIONAL NOTE on COVID-19**

A Risk Assessment shall be carried out for all activities and buildings /assets in line with current Welsh Government directives and guidance.

It is the duty of the Safety Officer to ensure the current guidance is fully understood and adhered to by contractors, Councillors and others engaged in activities for and behalf of the Council and that buildings are appropriately marked and provided with sanitising equipment.

Ensure that the protocols for cleaning and deep cleaning are followed and there are sufficient staff to maintain regimes in force.

The Responsible Officer shall take all reasonable care to ensure the safety of users in line with current requirements and may order that an event or activity shall not take place if deemed unsafe taking into account available professional guidance.

Should the Responsible Officer consider that risk for use of a building or asset owned by the Council is incapable of being sufficiently mitigated the said Officer, in consultation with the Chair of Council, may require the building or asset to be taken temporarily out of use.