

**Health and Safety at Work**  
**Policy Statement**

**AYLSHAM TOWN COUNCIL**

# **AYLSHAM'S POLICY STATEMENT IN ACCORDANCE WITH SECTION 2(3) OF THE HEALTH AND SAFETY AT WORK ETC. ACT 1974**

## **PART 1 - INTRODUCTION**

This document has been compiled to provide information and guidance to all employees on this Council's Health and Safety Policy and organisational arrangements for implementation of that Policy. In addition, there are Codes of Practice for certain working areas within the Council's control.

## **PART II - STATEMENT OF SAFETY POLICY**

- 1.1 It is the policy of this Council to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information, training and supervision, as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.
- 1.3 The Policy will be kept up to date and reviewed as required to ensure that it complies with current Health and Safety Legislation and Codes of Practice.

## **PART III - THE ORGANISATION AND RESPONSIBILITIES**

### **1. Overall Responsibility**

The Clerk of the Council has overall and final responsibility for ensuring:-

- (a) the provision and implementation of the Health and Safety Policy; and
- (b) its review.

### **2. Delegated Responsibilities within the Council**

2.1 Until such time as a Safety Representative is appointed to whom second line health and safety supervision can be delegated, it will be the responsibility of the Clerk of the Council to:

- (a) establish, in consultation with external Health and Safety advisors, safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations approved Codes of Practice and other relevant legislation.
- (b) ensure that staff are aware of their duty to operate safe working procedures and safe systems of work.
- (c) ensure that the Council facilitates the provision of a safe working environment for all members of staff.
- (d) ensure that all employees of the Council; receive adequate training, information and supervision to maintain safe standards.

2.2 In addition, and until such time as a Safety Representative is appointed, the Clerk of the Council will also be responsible for:-

- (a) ensuring that safe working practices are maintained by all staff in order to achieve maximum safety,
- (b) ensuring adequate safety supervision and training where required, in particular, where young and inexperienced workers are concerned,

- (c) ensuring that all employees are made aware of their responsibility to observe safety rules and wear protective clothing and use protective equipment where provided,
  - (d) ensuring that all employees are made aware of their responsibility to ensure that machinery and equipment they are using is properly maintained and safe to use and that guards are in position.
- 2.3 All employees have the responsibility to co-operate with each other to maintain a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 All Council employees are required to:-
- (a) make themselves familiar with and conform to the Council's Health and Safety Policy, and to sign an undertaking to say that they have received a copy, read and understood it
  - (b) observe safety rules at all times.
  - (c) where provided, wear protective clothing and use appropriate safety devices provided.
  - (d) report to the Clerk of the Council all damage to vehicles, plant and equipment and record in the accident book provided all accidents and injuries to persons.
  - (e) know the location of first aid facilities, and First Aider
  - (f) report all safety hazards immediately to the Clerk of the Council.
  - (g) know what to do in the case of fire or other emergency and the location of fire fighting equipment.
  - (h) maintain good housekeeping at all times.
  - (i) observe safe standards of behaviour and dress, including protective clothing as provided
  - (j) not enter into any kind of horseplay or practical joking.
  - (k) if working alone on the Council's business, ensure that another person is aware of their whereabouts, and expected finishing time
- 2.5 It is the policy of the Council that all employees shall receive training in all safety aspects of their occupation, and to attend during normal working hours courses held for this purpose.
- 2.6 It shall be the duty of all staff to carry out a visual safety inspection of equipment prior to using it.
- 2.7 It shall be the responsibility of the Clerk of the Council or persons appointed by her to investigate all accidents and to take such steps as she considers proper to ensure that these do not continue and, where appropriate, make recommendations to the Council on accident prevention.
- 2.8 It shall be the responsibility of the Clerk of the Council to monitor the maintenance of equipment in the Town Council's ownership, and to arrange annual testing of all electrical equipment and servicing of gas appliances.
- 2.9 It shall be the responsibility of the Clerk of the Council to monitor compliance with the Council's Health & Safety Policy.

## **PART IV - GENERAL ARRANGEMENTS**

### **1. First Aid**

- 1.1 First Aid Boxes are located in the Town Hall, the Green Room and the Council Office, Market Place. The Caretaker and the Clerk are responsible for carrying out periodic checks to ensure the contents are adequately maintained and replacements recorded as required

### **2. Accidents, Injuries and Dangerous Occurrences**

- 2.1 It shall be the responsibility of the Clerk of the Council to record all incidents in the Accident Book and to report noticeable Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive on the appropriate form.
- 2.2 The Accident Book is located in the Town Council Office.

## **FIRE SAFETY**

### **3. Escape Route**

It shall be the responsibility of the Caretaker when setting up the Town Hall, the hirers when using the Town Hall, and the Clerk of the Council, in respect of the Council Office, to see that escape routes and passageways are kept clear at all times.

### **4. Fire Extinguishers**

- 4.1 It shall be the responsibility of the Clerk of the Council to organise annual inspections of all fire extinguishers on the Council's premises.
- 4.2 The Maintenance Company responsible for carrying out these inspections is Ace Fire, of Norwich.

### **5. Smoking in Buildings**

- 5.1 All buildings open to the public are "Non Smoking".

### **6. Advice and Consultancy**

The local Inspector's Office and telephone number is:

H.M. Inspector of Health and Safety,  
Health and Safety Executive,  
Kiln House  
Pottergate  
Norwich NR2 1DA Tel: 01603- 615711

7. **Training**

- 7.1 It shall be the duty of the Clerk of the Council to issue all newly appointed staff with a personal copy of Aylsham Town Council's Health and Safety Policy and such supplements as are applicable to his/her duties and responsibilities. Staff are required to sign to acknowledge receipt.
- 7.2 It shall be the responsibility of the Clerk of the Council on the advice of external Health and Safety advisors to ensure that all new manual staff received adequate training in all safety aspects of their occupation and, in particular, in use of any machinery.

8. **Special Training**

Should the need arise, relevant staff will be given the necessary training for the use of chainsaws.

NO OTHER MEMBER OF STAFF SHALL BE DESIGNATED AN AUTHORISED USER OF CHAINSAWS UNTIL THEY HAVE UNDERTAKEN SPECIAL TRAINING AND ARE CERTIFICATED. CERTIFICATES ARE RENEWABLE AT THREE YEARLY INTERVALS.

9. **Contractors and Visitors**

- 9.1 Where Contractors and Sub-Contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work etc. Act 1974. The Council's Safety Rules and Procedures are to be considered as additional to, and not a substitute for, the Contractors or Sub-Contractors own safety policy.
- 9.2 The Town Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risk to their safety or health when on the Council's premises.

10. **Supplements to Safety Policy Statement**

Specific information, instructions and procedures concerning health and safety are contained in local Codes and Practice and safe working procedures, copies of which are kept in the Council Office.

Date: 20 March 2003  
Revised September 2008

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M.E. Anderson-Dungar

Clerk of the Council

This Statement was approved by the Aylsham Town Council at the meeting on 20 March 2003

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Revised September 2008

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Chairman of the Council