



## BOROUGHBRIDGE TOWN COUNCIL

### Health and Safety Policy

#### Health & Safety at Work Act 1974 and Management of Health & Safety Regulations 1999

##### **General Statement of Intent**

Boroughbridge Town Council recognises its responsibility for the health and safety of its employees, councillors and volunteers and to protect all persons including customers, contractors and member of the public from potential injury and damage to health, so far as is reasonably practicable, which might arise from work activities.

**Boroughbridge Town Council** will provide and maintain safe working conditions, equipment and systems of work for all employees, and provide such information, training and supervision as they need for this purpose. We will give a commitment at all levels of the organisation to health & safety and will comply with all statutory requirements.

**Boroughbridge Town Council** will, as far as it reasonably practicable:

- provide adequate resources to maintain health and safety and welfare at work
- carry out risk assessments and review them annually
- provide and maintain systems of work, which are safe, and without risk to health
- establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, that are safe and without risk to health.
- provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- carry out health surveillance, where required
- provide a safe and healthy working environment
- provide and maintain safe plant and equipment
- make adequate provision and arrangements for welfare facilities at work.
- keep the workplace safe and ensure that access and egress are safe and without risk.
- monitor safety performance to maintain standards

##### **The duties of employees are to:**

- take reasonable care of their own health and safety, and that of others we may be affected by their acts of omissions as work
- to co-operation with others in the council to fulfil statutory duties
- not to interfere with, misuse or wilfully damage, anything provided in the interest of health and safety
- to obey safety rules
- to familiarise themselves with health and safety instructions

- to report all accidents and incidents and to assist with the investigation of such
- to report any hazards or defects to the Town Clerk or supervisor

**To ensure that this policy is effective, we will:**

- review it annually, or on significant changes in the business of the council
- make any such changes known to the employees of Boroughbridge Town Council
- maintain procedures for communication and consultation between all Boroughbridge Town Council employees on matters of health, safety and welfare

**In addition,** all other Health & Safety Documents which, form part of the Health & Safety Policy, Fire, Risk Assessments, COSHH etc will be maintained and these are available to all Boroughbridge Town Council employees in conjunction with this Policy Statement.

Signed: .....

***Clerk of the Council***

Date: .....