

## **Talgarth Town Council Health and Safety Policy**

### **Policy**

All Talgarth Town Council Health and Safety Policy and Procedures related to the management of Health and Safety shall be freely available to all Councillors and Employee(s) and published on the website.

This and other related documents shall be subject to a process of review and continuous improvement, based on the principles of risk assessment and control.

They will be developed and presented so that all requirements are practical and appropriate for the Council and the working environment and undertakings in which it operates.

Health and Safety Policy and Procedures are published on the Town Councils website. Risk Assessments and other appropriate Health and Safety documentation will be held and files by the Clerk.

These are documents that identify hazards and detail generic risk assessments of these hazards. They provide generic control measures designed to reduce any risk to an acceptable level.

### **Organising**

All Councillors and Employee(s) should undertake some relevant Health and Safety training, appropriate to the Community Council's undertakings, to ensure that they are competent to carry out the duties required. If Councillors or Employee(s) have any doubts about the safety of any situation that arises, they are expected to STOP AND ASK for assistance, from other Councillors, Clerk, or an appropriate Health and Safety professional.

All Councillors and Employee(s) are provided, where necessary, with appropriate PPE and are expected to inspect, maintain and use it correctly.

Suitable first aid, welfare and emergency procedures should be in place, when required.

The safe use, handling, storage and transport of all materials, used by the Community Council, shall be assessed prior to purchase.

All equipment and materials shall be used, handled, stored and transported in a safe manner.

### **Communication**

During monthly Town Council meetings, Health and Safety should be an itemised topic. It may be that no specific update is presented at the meeting but opportunity should be presented to promote an open proactive forum. Any Safety Issues presented will be discussed with any H&S document updates communicated.

### **Risk Assessments**

All Talgarth Town Council activities shall be assessed for risk before they commence. Generic Safety Risk Assessment form the basis of Safety Policy Documentation.

With any new activity being organised by the Town Council, an appropriate risk assessment will be undertaken at an early stage in the planning/organisation process to ensure that, as far as is reasonably practicable, foreseeable risks are planned, designed out, or minimised, before the activity commences. Where appropriate the risk assessment will need to identify the use of volunteers assisting in the Town Council work and activities.

In addition to these risk assessments, all Councillors and Employee(s) will carry out their own simple risk assessment, before undertaking any activity. Positive actions to minimise any risk that may exist are expected to be actively communicated to others who may be affected.

All Contractors working on behalf of Talgarth Town Council or employed to carry out works on property owned or managed by the Council will have appropriate Risk Assessments, Method Statements and appropriate insurance in place.

### **Reporting Monitoring and Review**

The Town Council details the requirements and provides guidance to all Councillors and Employee(s) on the procedures for monitoring and auditing health and safety related matters.

Talgarth Town Council Chair is responsible for ensuring that Councillor's and Employee's comply with these requirements.

All accidents are investigated and lessons learned. Each accident report has an action plan to ensure that the facts are disseminated.

The Chair, Vice Chair and Clerk will periodically review the effectiveness of the Council's Health and Safety arrangements.

The Chair has overall responsibility for ensuring the appropriate reporting and filing of any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences).

### **Responsibility and Co-operation**

All Councillors and Employee(s) take responsibility for day to day issues associated with Health and Safety and ensure that:

- All Health and Safety policies and instructions are implemented and adhered too.
- Any reports of risks or hazards that have the potential to cause harm are acted upon in an appropriate, timely manner.
- Health and Safety Information is communicated adequately to all Councillors and Employee(s).
- Accidents, near misses and appropriate occurrences are promptly reported and properly investigated in a timely manner.
- Councillors and Employee(s) personally promote an interest in, and enthusiasm for, Health and Safety matters.
  - All Councillors and Employee(s) are to act in a responsible manner and take reasonable care of themselves, other Councillors, Employee(s) and anyone else who their activities may affect.

All Councillors and Employee(s) actively co-operate in matters of Health and Safety, in particular by:

- Personally, taking appropriate action to address any safety matters which come to their notice.
- Avoiding careless or hazardous behaviour, especially that may endanger themselves or others.
- Adherence to Talgarth Town Council Policy for safe working practices and other instructions at all times.
  - Using all materials and equipment safely in accordance with training and instructions.
  - Inspecting, maintaining and using PPE, when appropriate to do so.
  - Carrying out a sufficient risk assessment before starting a task and throughout the task, so that risks are considered and controlled at the start of the task and when circumstances change.
  - Making sure control measures are in place to minimise the risks to all affected persons.
  - Immediately reporting to the Chair, Vice Chair or Clerk any risk, hazard or shortcoming that may affect their Health and Safety, or that of the Community in general and taking personal ownership of the problem.
  - Taking an active and personal interest in promoting Health and Safety.
  - Personally, promoting an interest in, and enthusiasm for, Health and Safety matters and setting a high personal standard, as an example to other Councillor's, Employee(s) and the wider Community.

Approved at the meeting of Talgarth Town Council on .....

Signed by Chairperson.....