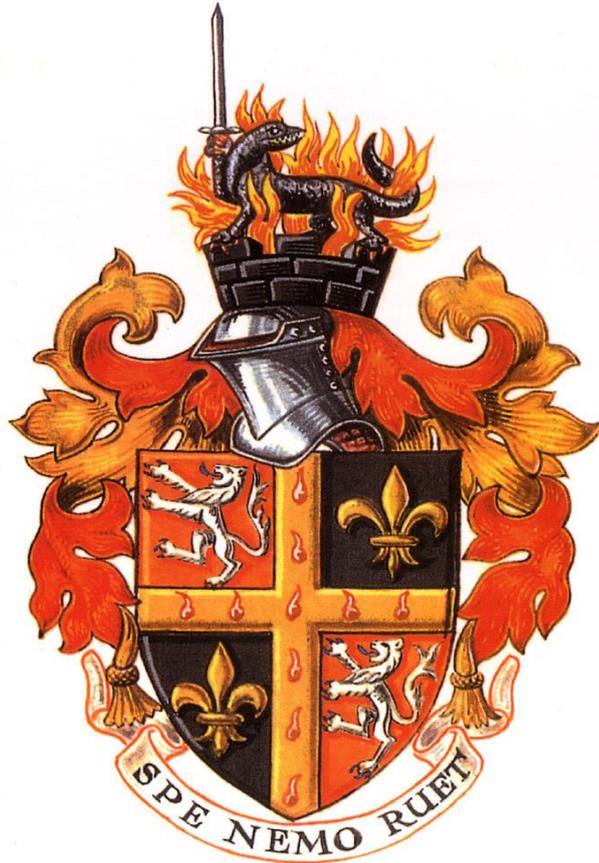


# SPENNYMOOR TOWN COUNCIL



## HEALTH AND SAFETY POLICY

<b>Author of Policy:</b>	Town Clerk
<b>Date Effective From:</b>	17 May 2017
<b>Policy Review: When &amp; By Whom</b>	7 October 2020 Constitution Working Group
<b>Next Review:</b>	August 2021
<b>Version Control:</b>	V4

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website [www.spennymoor-tc.gov.uk](http://www.spennymoor-tc.gov.uk) and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

# Statement of Health and Safety Policy

1. Spennymoor Town Council (known hereafter as the Council) recognises and accepts its legal duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. It is also the Council's policy to ensure that any of its activities will not adversely affect the health and safety of others, including the general public.
2. This policy is delegated to the Town Clerk, who with maximum involvement of all employees at all levels, will ensure that the policy is effectively applied
3. The Council will take all steps within its power to meet its responsibilities and legal duty, paying particular attention to the provision and maintenance of:
  - i) Plant and equipment and systems of work that are safe.
  - ii) Safe arrangements for the use, handling, storage, and, transport of articles and substances.
  - iii) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own safety and health at work:
  - iv) Safe and healthy working conditions and systems of work, within the framework, of statutory requirements and appropriate codes of practices.
  - v) Appropriate action to avoid/minimise the risk of assault on employees.

At all times take an active interest in the general aspects of safety by:

  - i) Undertaking regular safety inspections
  - ii) Being active in the matter of regular joint discussions with their employees.
  - iii) Setting targets with the objective of reducing accident rates.
4. Without detracting from the primary responsibilities of management in general for ensuring safe conditions of work, the Council will provide competent technical advice on safety and health matters where this is necessary to assist line management.
5. No safety policy is likely to be successful unless it actively involves workpeople themselves, therefore, all matters concerning health and safety will be implemented only after full consultation with employees. The employees have a right to nominate safety representatives, under the Safety Representatives and Safety Committee Regulations 1977, and request the organisation of a Safety Committee. The Council will, therefore, co-operate fully in the appointment of safety representatives by recognised Trade Unions and will provide, where necessary, sufficient facilities and training to carry out this task. The Council will also co-operate in the setting up of a Safety Committee or Committees as appropriate.

6. Whilst the Council accepts the prime responsibility for ensuring the health and safety of its employees, it is expected, that all employees, accept and fulfil their legal duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 where they are required to:
  - i) take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
  - ii) co-operate with management and other persons to enable them to comply with any statutory requirements imposed on them and,
  - iii) not to interfere with or misuse anything provided in the interests of health and safety.
  
7. This general policy and all Council policies will be regularly reviewed and monitored in order to meet current legal requirements. All new legislation, Codes of Practice, etc. will be considered as necessary and all significant changes will be made to the policy to ensure it continues to reflect working practices and Council strategy. A copy of this statement and all revisions of it will be brought to the attention of all staff and others who may be using the Council Policy as a standard for health and safety performance. The Council will also ensure that sufficient financial resources are available to meet all health and safety requirements.

# Declaration of Employment

I, \_\_\_\_\_ having been appointed as \_\_\_\_\_

\_\_\_\_\_ at Spennymoor Town Council, have read and understand the

Council's Contract of Employment and other conditions of service and am willing to

accept these terms and conditions as they relate to employment with

Spennymoor Town Council.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_