



Halesworth Town Council Health & Safety Policy

1. Halesworth Town Council has a responsibility as an employer to provide a safe and healthy working environment for its Clerks and volunteers and any others (such as external contractors) who may be affected by the activities of the Council.
2. The Council will, as far as is reasonably practical, provide the resources necessary to ensure it meets the legal obligations under the Health and Safety at Work Act 1974, namely.
 - a) A safe working environment
 - b) Arrangements for reporting and reviewing Health and Safety matters at work.
 - c) Ensure risk assessments for working activities outside of the office are present.
 - d) All equipment and facilities used by the staff, volunteers, contractors or members of the public are safe and do not present any risks to health
 - e) The Council will engage specialist technical advice and assistance on matters concerning Health and Safety when necessary.
 - f) Adequate Health & Safety training for the Clerks.
 - g) Care and attention to the health, safety and welfare of the Clerks, contractors, voluntary helpers and members of the public who may be affected by the Council's activities
3. The Clerk is the Council's chief safety officer and has the following responsibilities:-
 - a) Keep informed of current health and safety legislation
 - b) Advising the Council on all related Health & Safety matters and what resources are required to comply with the relevant legislation.
 - c) Produce risk assessments for safe working practices and activities inside and outside of the office.
 - d) Risk assessment of any council buildings.
 - e) To ensure where possible any contractors or volunteers working for the Council comply with all reasonable health and safety requirements and that there is no avoidable danger to the public.
 - f) Maintain a record of all notifiable accidents
 - g) 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
 - h) Staff should take all reasonable care for their own health and safety, e.g. using appropriate personal protective clothing when working near the roadside, and other suitable precautions relevant to the task.
 - i) Ensure that adequate first aid materials are available for use at the work place and on site (where deemed necessary by the risk assessment for that project).
 - j) Review this policy annually or as when any new legislation requires amendments.
 - k) Ensure the Council has adequate Public and Employer's liability insurance for all its activities