



OAKHAM TOWN COUNCIL

HEALTH AND SAFETY POLICY

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General Statement

1. Oakham Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, members, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and subsequent legislation, and will provide, as far as reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek as and when appropriate, expert technical advice on health and safety matters to assist the Town Clerk in fulfilling the Council's responsibilities for ensuring a safe working environment.

Aims of the Health and Safety Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of health and safety, when necessary.
5. Sufficient information, instruction and training for employees, members, contractors and voluntary helpers to carry out work and activities safely.
6. Care and attention to the health, safety and welfare of employees, members, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

Arrangements and Responsibilities for carrying out the Health and Safety Policy at Work

As the Council's Safety Officer, the Town Clerk will:

1. Keep informed of relevant health and safety developments and legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety at Work Policy, including relevant training for those involved.
4. Ensure that matters of health and safety are discussed at meetings of the Town Council.
5. Ensure that regular risk assessments of working practices are carried out with subsequent consideration and review of any necessary corrective or protective measures.
6. Undertake risk assessments of any new or revised work process at the earliest opportunity.
7. Require contractors to supply a written method statement prior to commencing work.

8. Maintain a file of completed risk assessments.
9. Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
10. Provide a copy of the Council's Health and Safety at Work Policy to all contractors when applying for Council work.
11. Ensure that work activities of or by the Council do not unreasonably jeopardise the health and safety of members of the public.
12. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accidents and complete the necessary accident/occurrence reporting procedure.
13. Maintain a record of notifiable accidents and the subsequent reports.
14. Act as the contact and liaison point for the Health and Safety Executive.

All employees, members, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Council's Health and Safety Policy and comply with any relevant Codes of Practice or work instructions for health and safety.
2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the health and safety of others who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
6. Report any accidents or hazardous incidents to the Town Clerk.
7. Undertake training as required to help the Council fulfil its Health and Safety responsibilities