



Health and Safety Policy

Date of adoption	
Reviewed	
Next Review Date	October 2027
Reviewed By	Policy & Resources Committee This Health and Safety Policy will be reviewed annually or in response to any significant change in working practices or environment, by the Council's nominated responsible person.

CONTENTS

1. Introduction
2. Health and Safety Statement
3. Legal Framework
4. Organisation and Responsibilities
5. Health & Safety Objectives
6. Health & Safety Arrangements
7. Contractor Management
8. Mental Health and Wellbeing
9. Emergency Planning and Preparedness
10. Consultation with Employees
11. Monitoring, Auditing and Review
12. Annual Health & Safety Reporting
13. Policy Review and Document Control

INTRODUCTION

1. INTRODUCTION

This Health and Safety Manual sets out the arrangements by which Newton Abbot Town Council manages health, safety and welfare across its premises, services and activities. It supports the Council's Health & Safety Policy and demonstrates compliance with relevant health and safety legislation.

The Council is committed to providing a safe and healthy environment for employees, councillors, volunteers, contractors, visitors and members of the public who may be affected by its activities. The Council recognises its legal and moral duty to manage health and safety effectively and acknowledges that its employees and volunteers are its most valuable asset. The Council adopts a proportionate, risk-based approach to health and safety management. Hazards will be identified, risks assessed and appropriate control measures implemented to reduce risks so far as is reasonably practicable. Wherever possible, risks will be eliminated through the design and management of workplaces, equipment and activities. Where this is not achievable, suitable controls, safe systems of work, training and personal protective equipment will be provided.

This Manual outlines the responsibilities, procedures and arrangements necessary to promote a positive health and safety culture and support the Council's commitment to continual improvement in health and safety performance.

HEALTH AND SAFETY POLICY STATEMENT

2. HEALTH AND SAFETY POLICY STATEMENT

Newton Abbot Town Council recognises that:

- It has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the council's activities, and
- That managing health and safety is a business-critical function.

In order to discharge its responsibilities, the management will:

- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- Provide adequate resources to control the health and safety risks arising from our work activities.
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety.
- Communicate and consult with our employees on matters affecting their health and safety.
- Maintain our premises and provide and maintain safe plant and equipment.
- Provide information, instruction and supervision for employees.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
- Eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.
- Only engage contractors who are able to demonstrate due regard to health and safety matters.
- Bring this Policy Statement to the attention of all employees, councillors and volunteers.

This Health and Safety Policy will be reviewed at least annually or following any significant change in working practice or environment and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Position: Mayor

Signed:

Position: Town Clerk

3. LEGAL FRAMEWORK

Newton Abbot Town Council will comply with all applicable health and safety legislation, Approved Codes of Practice and statutory guidance.

The principal legislation governing this Policy is the Health and Safety at Work etc. Act 1974, supported by the Management of Health and Safety at Work Regulations 1999.

The Council will comply with, where applicable:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety (First Aid) Regulations 1981
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Working at Height Regulations 2005
- Construction (Design and Management) Regulations 2015
- Corporate Manslaughter and Corporate Homicide Act 2007
- Equality Act 2010

The Council shall monitor legal developments and review arrangements as necessary to maintain compliance.

4. Organisation and Responsibilities

The overall responsibility for health and safety rests with the Town Council. However, it is the responsibility of every councillor and employee to co-operate in providing and maintaining a safe place of work.

The Town Clerk is required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety however it is the personal responsibility of all individuals to control factors that could lead to ill health, injury or loss.

Full Council

The Full Council retains ultimate responsibility for health and safety throughout the Council.

The Full Council will:

- Approve and review the Health & Safety Policy.
- Ensure adequate resources are available.
- Monitor health and safety performance.
- Receive reports on significant health and safety matters.

Town Clerk

The Town Clerk has overall responsibility for implementing this Policy and ensuring compliance with statutory requirements.

The Town Clerk shall:

- Ensure suitable and sufficient risk assessments are undertaken.
- Ensure safe premises and equipment are maintained.
- Appoint competent persons where required.
- Ensure accidents and incidents are investigated.
- Ensure adequate training and resources are provided.
- Manage contractor health and safety arrangements.
- Report significant health and safety matters to Members.

The Facilities and Assets Manager:

- Manage operational health and safety arrangements.
- Ensure safe systems of work are implemented.
- Complete and review risk assessments.
- Ensure inspections of vehicles, plant and equipment are undertaken.
- Monitor PPE provision and use.

- Investigate accidents, incidents and near misses.
- Identify training requirements.
- Undertake workplace inspections.

Managers and Supervisors

Managers and Supervisors shall:

- Implement this, Policy.
- Monitor workplace safety.
- Enforce safe systems of work.
- Ensure employees receive adequate training and supervision.
- Undertake inspections and corrective actions.

Employees, Councillors and Volunteers

All employees, councillors and volunteers shall:

- Take reasonable care for their own health and safety and that of others.
- Co-operate with Council health and safety arrangements.
- Follow risk assessments and safe systems of work.
- Report hazards, accidents and near misses.
- Use equipment and PPE correctly.
- Attend required training.

5. Health & Safety Objectives

The Council shall:

Prevent injury, work-related ill health and incidents.
 Maintain legal compliance.
 Identify, assess and control risks.
 Promote a positive safety culture.
 Provide information, training and supervision.
 Encourage employee involvement.
 Continuously improve health and safety performance.
 Monitor and review arrangements regularly.

6. HEALTH & SAFETY ARRANGEMENTS

Key arrangements include:

Risk Assessment:- Suitable and sufficient risk assessments shall be completed and reviewed regularly.

Fire Safety:- Fire risk assessments, evacuation procedures, drills and maintenance programmes shall be maintained at all Council premises.

First Aid:- Appropriate first aid equipment, facilities and trained personnel shall be provided.

Accident and Incident Reporting:- All accidents, incidents and near misses shall be reported and investigated as appropriate.

COSHH:- Hazardous substances shall be assessed, controlled, stored and used safely.

Manual Handling:- Manual handling activities shall be assessed and controlled to reduce risks.

Personal Protective Equipment :- Suitable PPE shall be provided where required.

Work Equipment:- Equipment shall be suitable, inspected, maintained and used safely.

Vehicles and Driving at Work:-

Council vehicles shall be maintained and operated safely by authorised drivers.

Lone Working:- Appropriate arrangements shall be in place to protect employees undertaking lone working activities.

Training:- Health and safety training shall be provided according to role, risk and legal requirements.

7. Contractor Management

The Council will ensure contractors are competent and capable of carrying out work safely.

The Council shall:

Assess contractor competence.
 Verify qualifications, training and insurance.
 Require risk assessments and method statements where appropriate.
 Communicate site hazards and emergency arrangements.
 Monitor contractor performance.
 Stop work where serious safety concerns are identified.

8. Mental Health and Wellbeing

The Council recognises that health includes both physical and mental wellbeing.

The Council will:

- Promote a supportive workplace culture.
- Seek to reduce workplace stress.
- Encourage open discussion about wellbeing matters.
- Support employees experiencing difficulties.
- Promote dignity, respect and inclusion.
- Address bullying, harassment and violence promptly.

9. Emergency Planning and Preparedness

Emergency arrangements shall be maintained for foreseeable emergencies including:

- Fire
- Medical emergencies
- Utility failures
- Severe weather
- Security incidents
- Lockdown situations
- Terrorist threats and hostile acts
- Business continuity incidents

Detailed procedures are contained within the Council's Health & Safety Manual and Emergency Planning arrangements.

9. Emergency Planning and Preparedness

The Council recognises the importance of effective consultation.

- Employees shall be encouraged to:
- Report hazards and concerns.
- Suggest improvements.
- Participate in safety meetings.
- Raise wellbeing concerns.
- Contribute to health and safety reviews.

10. Consultation with Employees

The Council recognises the importance of effective consultation.

Employees shall be encouraged to:

- Report hazards and concerns.
- Suggest improvements.
- Participate in safety meetings.
- Raise wellbeing concerns.
- Contribute to health and safety reviews.

11. Monitoring, Auditing and Review

Health and safety performance shall be monitored through:

- Workplace inspections.
- Accident investigations.
- Risk assessment reviews.
- Training records.
- Internal audits.
- Management reviews.

Appropriate corrective actions shall be implemented where deficiencies are identified.

12. Annual Health & Safety Reporting

An Annual Health & Safety Report shall be presented to the Policy and Resources Committee.

The report shall include:

Accident and incident statistics.
Near-miss trends.
RIDDOR reports.
Training records.
Audit findings.
Inspection outcomes.
Progress against objectives.
Recommendations for improvement.

13. Policy Review and Document Control

This Policy shall be reviewed annually or sooner where:

- Legislation changes.
- Significant organisational changes occur.
- New activities are introduced.
- Serious accidents or incidents occur.
- Enforcement action is taken.
- Audit findings require revision.