

**HEALTH AND SAFETY POLICY STATEMENT IN ACCORDANCE WITH SECTION 2(3) OF THE HEALTH AND SAFETY AT WORK ETC. ACT 1974**

**1. INTRODUCTION**

This document has been compiled to provide information and guidance to all employees on this Council's Health and Safety Policy and organisational arrangements for implementation of that policy.

**2 STATEMENT OF HEALTH AND SAFETY POLICY**

- A)** It is the policy of this Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
- B)** The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- C)** The policy will be kept up to date and reviewed once every four years. A review will also be conducted in the event of a serious accident.

**3 THE ORGANISATION AND RESPONSIBILITIES**

**A) Overall Responsibility**

The Proper Officer in conjunction with full Council, has overall and final responsibility for ensuring:

- i)** The provision and implementation of the Health and Safety Policy;
- ii)** Review of the Health and Safety Policy.
- iii)** Ensuring that all employees under his/her control receive adequate training, information and supervision to maintain safe standards.
- iv)** Ensuring adequate safety supervision and training where required, in particular, where young and inexperienced workers are concerned;
- v)** Ensuring that all safety rules are observed and that protective clothing and equipment is supplied, worn or used where required;  
All employees have the responsibility to co-operate with the Proper Officer to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

All Council employees are required to:

- vi)** Make themselves familiar with and conform to the Council's Health and Safety Policy;
- vii)** Observe safety rules at all times;
- viii)** Where required, wear protective clothing and use appropriate safety devices provided;
- ix)** Report to the Proper Officer all accidents, injuries to persons and damage to equipment;
- x)** Know the location of First Aid facilities.
- xi)** Report all safety hazards as a matter of urgency to the Proper Officer.
- xii)** Know what to do in the case of fire or other emergency and the location of fire fighting equipment;

- xiii)** Maintain good housekeeping at all times;
- xiv)** Observe safe standards of behaviour and dress.
- xv)** Not enter into any kind of horseplay or practical joking.

- B)** It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation, and courses shall be held for this purpose.
- C)** It shall be the responsibility of the Proper Officer to investigate all accidents and to submit a full report to the full council who, in turn, will issue instructions to ensure that these do not continue.

**4 Accidents, Injuries and Dangerous Occurrences**

It shall be the responsibility of the Proper Officer to record all incidents in the Accident Book and to report those Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive.

**A) Fire Safety**

Fire risk assessments will be conducted annually for all Council premises.

**i) Escape Route**

**a) Council Premises Community Centre and William Segar Hodgson Pavilion**

It shall be the responsibility of the Community Centre Manager to see the escape routes, staircase and passages are kept clear at all times.

The premises fire alarms will be tested by the Facilities Assistant on a weekly basis.

Fire drills will be carried out at the Community Centre twice a year by the Facilities Assistant to test the adequacy of the precautions and evacuation procedures.

**B) Fire Extinguishers**

It shall be the responsibility of the Proper Officer, to organise annual inspections of all fire extinguishers on the Council's premises.

**C) Fire Alarms**

All employees are responsible for ensuring that they are conversant with the evacuation procedures relevant to the buildings where they work.

**D) Records**

It shall be the responsibility of the Proper Officer to ensure that all fire safety tests and drills are logged in a records book which shall be provided for this purpose.

**5 Training**

- A)** It shall be the responsibility of the Proper Officer to issue all newly appointed staff with a personal copy of the Kirkham Town Council's Health and Safety Policy and such supplements as are applicable to his/her duties and responsibilities.

**6 Contractors and Visitors**

- A)** Where contractors and sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work Etc. Act 1974.
- B)** The Town Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risks to their safety or health when on the Council's premises.