CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

HEALTH AND SAFETY POLICY

1. Goetre Fawr Community Council (“The Council”) recognises and accepts its responsibilities for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers, members of the public 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 will provide, as far as is reasonably practicable and foreseeable, 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 Clerk in fulfilling the Council’s responsibilities for ensuring safe working conditions and environments managed by the Council.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

**To provide as far as is reasonably practicable and foreseeable:**

1. A safe place of work and a safe working environment.

2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessments of working activities, places of work and other environments managed by the Council.

3. Systems of work that are safe (ie Safe Systems of Work or SSOW’s) 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, contractors and voluntary helpers to carry out their duties safely.

6. Care and attention to the health, safety and welfare of employees, 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

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

1. Keep the Council informed of relevant Health and Safety policy legislation.

2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Act.

3. Make effective arrangements to implement the Council’s Health and Safety Policy.

4. Ensure that matters of Health and Safety are regularly discussed at meetings of the Council.

5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/preventive measures. Consider requesting contractors to supply written risk assessments and method statements (RAMS) prior to starting major works. Maintain a file of risk assessments and method statements (RAMS summarised in the Minutes.

6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety requirements. All contractors will be given a copy of the Council’s Health & Safety Policy.

7. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

8. Maintain a central record of accidents and hazardous incidents.

9. In the event of an accident or hazardous incident, take all necessary actions to prevent a recurrence and complete the necessary accident reporting procedure.

10. Act, where required, as the contact and liaison point for the Health and Safety Inspectorate.

**All employees, contractors and voluntary helpers will:**

1. Cooperate fully with the aims and requirements of this Health and Safety Policy and comply with any relevant Codes of Practice for the work they are conducting.

2. Take reasonable care for their own Health and Safety, use appropriate personal protective equipment (PPE) for the work they are conducting and, where appropriate, have necessary First Aid provision available.

3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.

4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for maintaining safe operation of equipment.

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 Clerk as soon as practical after the event.

Goetre Fawr Community Council March 2020