



FAIRFORD TOWN COUNCIL HEALTH AND SAFETY POLICY

Approved at the Procedures Committee meeting 21st February 2017

Approved by the Full Council..... 14th March 2017 Minute 302
16/17

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed by the Procedures Committee of the Council, bi-annually or when there is a significant change to process, facilities or equipment ~~in activities~~

1.4

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc Act and Regulations made under the Act and the Occupiers Liability Act is that of the Town Council of Fairford. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Town Clerk will be responsible as his/her deputy. **NOTE etc above is correct and forms part of the title.**

2.2 All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Whenever an employee, notices a health or safety problem which they are not able to put right, they must tell the appropriate person.

2.4 Consultation with employees is provided by immediate day to day discussion with the Town Clerk when required.

2.5 The Accident Record Book is kept in the Town Council office.

2.6 PAT Testing

3. FIRST AID

3.1 First Aid boxes are checked annually and are located as follows:

Box 1: The kitchen at the Community Centre

Box 2: The office of the Town Council

3.2 Appointed persons responsible for boxes are:

Box 1: The Manager – Community Centre

Box 2: The Town Clerk – The Town Council office

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected regularly by a qualified fire extinguisher specialist and the Manager of the Community Centre and shall be maintained annually.

4.2 The fire alarm system at the Community Centre shall be tested regularly by the Manager of the Community Centre. A fire drill shall be held regularly. Annual electrical certificates shall be obtained for Council equipment.

5. EMPLOYMENT OF CONTRACTORS

5.1 The Council has a duty of care for the safety of contractors employed by the Council.

5.2 The Council expects all contractors to have the appropriate training and equipment for the activities they are contracted to undertake and to take all reasonable steps to carry out their work in a safe and responsible manner.

5.3 Contractors must provide a copy of a valid public liability insurance document to the Clerk prior to commencing work.

5.4 Contractors will be given a copy of the Council's H & S policy

6. REPORTING AND RECORDING ACCIDENTS

6.1 Accidents shall be reported to the Town Clerk who will record them in the Accidents Record Book.

7. RESPONSIBILITY TO THE PUBLIC

7.1 The Council regularly inspects the play equipment in the Walnut Tree Field and any damage or defects are reported to the Clerk and actioned accordingly.

7.2 The Council has the play equipment checked annually by a ROSPA approved agent.

7.3 The Council should regularly carry out a risk assessment on the closed churchyard and any damage or defects should be remedied accordingly.

7.4 The Council has public liability insurance cover.

This policy will be reviewed by the Procedures Committee in 2018

Signed.....Chairman

Date.....