



ETON TOWN COUNCIL HEALTH AND SAFETY (WORK) POLICY

GENERAL STATEMENT

- Eton Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- The Council will meet its responsibilities under all applicable health and safety at work legislation and will provide appropriate resourcing as required.
- The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY POLICY

To provide:

- A safe place of work and a safe working environment with adequate first aid provision.
- Appropriate arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and minimise risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Appropriate information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- 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.
- A Lone Working Policy which is regularly reviewed.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

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

- Keep the Council informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly reviewed and findings reported at meetings of the Town Council.
- Maintain a risk register which is reviewed every six months by the Standing Committee.
- Ensure that regular risk assessments are carried out of working practices, facilities and assets, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- 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 required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, councillors, contractors and voluntary helpers are required to:

- 1) cooperate fully with the aims and requirements of the Council's Service Agreement for Contractors and Health and Safety Policy.
- 2) comply with Codes of Practice or work instructions for health and safety.
- 3) 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.
- 4) take reasonable care for the health and safety of other people who may be affected by their activities.
- 5) not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- 6) Not misuse any plant, equipment tools or materials.
- 7) Report any accidents or hazardous incidents to the Clerk.
- 8) Adhere to Government advice on mitigating the risk of spreading Covid-19 Coronavirus.