



HEALTH AND SAFETY POLICY

POLICY STATEMENT

Members of Beaminster Town Council recognise their responsibility to ensure the health, safety and welfare of all its employees, where appropriate, volunteers and members of the Town Council.

It is the Town Council's Policy to do all that is reasonable to prevent personal injury and damage to property and to protect all persons, including members of the general public, from foreseeable hazards insofar as they come within the remit of the Town Council's authority.

THE ARRANGEMENTS

1. The Town Council recognises that it is its duty to:-
 - provide and maintain safe and healthy conditions, taking into account any statutory requirements for members, staff and volunteers
 - provide appropriate instruction and training to enable members, staff and volunteers to undertake activities safely
 - advise members, staff and volunteers about any necessary safety devices and protection and to supervise their use as far as possible, using guidance provided
 - endeavour to provide a safe and secure environment, and the Town Council retain the right to ask any person displaying behaviour likely to cause harm to others or property to leave property within the Town Council's ownership
 - maintain a constant and on-going interest in health and safety measures which are applicable to the Town Council's activities
 - ensure, as far as is possible, that the conditions for hire for venues within the Town Council's ownership are complied with
 - provide and maintain an environment that is, so far as is reasonably practical, safe, without risk to Health & Safety, and adequate as regards facilities and arrangements for the Town Council's activities

2. The Town Council further recognises that members, staff and volunteers equally have a duty under the law to exercise personal responsibility and to do everything practical to prevent injury to themselves and others by:
 - undertaking activities safely and efficiently
 - using the appropriate protective equipment recommended and meeting all statutory obligations

- immediately reporting incidents that have led or may lead to injury of persons or damage to property
- strictly adhering to the Town Council's policies and procedures
- assisting in the investigation of accidents with the objectives of upgrading existing measures or introducing new measures to prevent a recurrence
- fulfilling the duty to refrain from the wilful misuse or interference with protective equipment which may be provided by the Town Council in the interests of Health & Safety and welfare, and to take reasonable care in any action which might endanger themselves or others
- ensuring that home insurance covers any equipment used on behalf of the Town Council
- complying with policies relating to child protection and vulnerable adults

The Town Council will endeavour to provide facilities that are safe, without risk to health and are adequate as regards arrangements for their activities.

3. It shall be the duty of every member of the Town Council or the appropriate responsible person whilst present to:
 - take reasonable care for the health and safety of themselves
 - take reasonable care for the health and safety of other persons who may be affected by their acts or omissions
 - co-operate with relevant personnel, or any other person, or any of the relevant statutory provisions so far as is necessary, to enable that duty or requirement to be performed or complied with.
4. It is the duty of persons designing, manufacturing, importing or supplying equipment used or purchased by members of the Town Council to:
 - ensure they are safe without risk to health when properly used
 - carry out tests or examinations as may be necessary to ensure they are safe and without risk to health when properly used
 - provide any information necessary to ensure they are safe without risk to health when properly used
 - ensure anyone erecting or installing articles for use by the Town Council to ensure they are safe and without risk or health when properly used
5. Members of the Town Council are responsible for ensuring that suitable action is to:
 - investigate accidents, assessing possible causes of injury and circumstances likely to produce accidents, and the tendering of reports and advice to prevent recurrence;
 - developing, revising and, when necessary, updating the organisation's policies and procedures to ensure compliance with all relevant health, safety and environmental legislation.

STATUTORY PROVISIONS

Under the Health and Safety at Work etc. Act 1974 there is a common duty on all persons at work to operate in a safe manner, and this duty is enforceable at law. The breach of the relevant statutory provisions is a criminal offence. Where applicable,

employees may be liable to prosecution as may other persons (e.g. manufacturers), who are in breach of any duty imposed upon them by such statutory provisions.

The Town Council and any employee who endangers the Health and Safety of any other persons may be liable to prosecutions, irrespective of whether their conduct is a breach of any specific rule or not. Neglect of any Health and Safety requirement is regarded as a serious matter.

COLLECTIVE RESPONSIBILITY

The effective implementation of the Town Council's Health and Safety Policy requires a participation of all members, staff and volunteers, although the overall responsibility lies with the Town Council. The Town Council accepts that this accountability forms an integral and essential part of their executive responsibilities, ranking equally with all other commitments and objectives.

HEALTH AND SAFETY POLICY – IMPLEMENTATION

The Town Council is responsible for the effective implementation of the Health and Safety Policy by:

- keeping themselves informed of all incidents of accidents occurring to members, staff and volunteers
- keeping under review all safety measures, instructions, training and to ensure the health and safety and welfare of all members, staff and volunteers
- being available to receive safety delegates and to attend safety meetings as required
- this policy will be reviewed annually

ACCIDENT STATISTICS AND REPORTING PROCEDURE

The Town Council will maintain all necessary accident statistics, monitor and, where appropriate, improve existing reporting procedures.

FIRST AID ARRANGEMENTS

The Town Council will ensure a number of members are qualified in first aid, and have first aid kit available.

An accident book is available to record details of occurrences.

Christine Bright
Town Clerk