

CARNFORTH TOWN COUNCIL

Health and Safety Policy



1. Introduction

- 1.1 The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities.
- 1.2 The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.
- 1.3 Reference to employees also applies to volunteers working on behalf of the Council.

2. Objectives

- 2.1 The Council shall:
 - a) Provide an organisational structure that defines the responsibilities for health and safety.
 - b) Provide adequate resources to control the health and safety risks arising from our activities.
 - c) Encourage staff to identify and report hazards so that we can all contribute towards improving safety.
 - d) Maintain premises and provide and maintain safe equipment.
 - e) Provide information, instruction and supervision for employees, councillors and volunteers.
 - f) Provide adequate training and ensure that all employees, councillors and volunteers are competent to carry out their tasks.
 - g) Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
 - h) Require all outside contractors to confirm possession of robust health and safety procedures and adhere to all health and safety legislation.
 - i) Review this policy at least annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.

3. Organisation Structure for Health and Safety

4. Fire Safety

- 4.1 All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.
- 4.2 Fire risk assessments will be conducted when necessary.
- 4.3 Emergency plans, including evacuation plans, will be established for the Council Offices and any other location routinely used for Council business.
- 4.4 The Clerk & Proper Officer is responsible for ensuring any fire safety tests and drills are logged in a records book.

5. Review

- 5.1 This policy shall be reviewed annually.

Bob Bailey, Clerk & Proper Officer

August 2021