Cilybebyll Community Council

Health & Safety Policy

October 2014

Policy Statement

- Cilybebyll Community Council believes that the health, safety and security of our employees, employees of other organisations working with us, the general public and the people for whom we have supervisory responsibility is of paramount importance.

- Our goal is to aspire to a health & safety performance which ensures a safe and healthy working environment

- We will ensure a safe place of work by providing safe systems of work and equipment maintained regularly

- Working in partnership with the employees at all levels and by building on the best practice, we will seek to continually improve our performance.

- We will ensure that all employees are properly trained and made aware of their responsibilities for contributing to a safe and healthy working environment.

- We will work in partnership with our customers (and other similar groups) to ensure that they contribute fully to our health & safety goals.

- We recognise the importance of effective communication with all staff.

- We will work with the relevant regulatory bodies and other external organisations to identify appropriate areas of best practice.

- We will seek to continually review and audit our performance to ensure that our health & safety standards are maintained.

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Diversity Impact Statement

This Policy has been evaluated for the potential adverse impact it may have on any individual by reason of their ethnic origin (in accordance with the Race Relations (Amendment) Act 2000), disability, gender, sexual orientation, age, belief, marital status, caring responsibilities or chosen working pattern. It is not believed that this policy will have any such adverse impact on staff for any of these reasons. Cilybebyll Community Council will revisit this evaluation and it may become subject to a full Impact Assessment examining workforce data and compliance information

Health & Safety Policy

Policy Aims

The Policy aims are to:

- outline the Management of Health and Safety arrangements within Cilybebyll Community Council through the statement of intent (objectives) and organization structures
- establish arrangements which minimise the Health and Safety risks to all staff, and individuals with whom the Council works
- demonstrate that the Council recognizes the obligations imposed under the Health and Safety at Work Act 1974, Section 2(3).

Objectives

Through the enactment of this policy the objective is to:

- secure the health, safety and welfare of people at work
- protect people other than those at work against risks to their health and safety arising out of work related activities
- minimise the number of occupational accidents and incidents of ill health, and ultimately to achieve an accident-free workplace
- establish a culture of co-operation, communication, competency and control for health and safety

ORGANISATION & KEY RESPONSIBILITIES

This Section includes the responsibilities for the provision of health & safety advice and for the production and maintenance of Cilybebyll Community Council's Policy Manual and Workplace Instructions.

The lead responsibility for health & safety sits with the Cilybebyll Community Council, for the implementation of the Health and Safety Policy, and for liaising with managers, staff, visitors and hirers.

The management structure places ultimate responsibilities on the management team. Operational management for Health and Safety is delegated to the Council's manager – the Clerk to the Council.

Council Responsibilities

Cilybebyll Community Council has overall responsibility, but through delegation to the Clerk to the Council, it will ensure that:

- A safe and healthy workplace is provided for all employees within the company;
- The production of a fit for purpose and up to date Health & Safety Policy Manual;
- Continuing improvement in health & safety performance;
- A Health & Safety Advisor (a 'Competent Person') is appointed to advise on health & safety matters within the Council as required;
- It seeks generally to raise the profile of health & safety by taking an active interest within the area and ensuring that this is also mirrored by staff;
- Appropriate resources (including funding) are available to ensure compliance with all statutory obligations and the requirements of this manual.

Clerk to the Council

The Clerk to the Council is responsible for ensuring day to day arrangements which:

- Provide a safe and healthy workplace maintained for all employees within the council;
- Reflect the fit for purpose and up to date Health & Safety Policy Manual;
- Continue to deliver an improvement in health & safety performance;
- Involve liaison with a Health & Safety Advisor (a 'Competent Person') who is appointed to advise on health & safety matters within the organisation;
- Monitor the profile of health & safety in the day to day activities within the organisation and that this is also mirrored by the actions of employees
- Comply with all statutory obligations and the requirements of this manual.

Health & Safety Advisor

The Health & Safety Advisor is responsible for:

- Assisting the Clerk to the Council in the production and maintenance of the Policy Manual;
- The provision of timely health & safety advice;
- Providing expert input into health & safety inspections, audits, and investigations;
- Maintaining a current knowledge of health & safety legislation and improvement opportunities;
- Advising on appropriate health and safety training of staff.

The Safety Advisor is not responsible for the safety of individuals or processes

Employees and Contractors

Employees are required to ensure that:

- They work with management to ensure a safe and healthy workplace
- They are aware of a fit for purpose and up to date Health & Safety Policy Manual
- They ensure their actions contribute to continuing improvement in health & safety performance
- They follow the policies and procedures
- They do not do anything which would affect the health & safety of themselves or anyone else whilst on the Council's land and premises or through their involvement in Council projects
- All employees are required to undertake their work in a safe manner having due regard for their own health and safety and that of others who may be affected by their work. Health and safety rules etc must be followed at all times. Failure to follow the appropriate rules is an offence under health & safety legislation and could render the employee liable to disciplinary action.
- Equally it is important that employees do not attempt to undertake work for which they are not adequately trained or for which the instructions are agreed to be inadequate.

Contractors Working on Council Premises or on Council Projects are expected to abide by the following general responsibilities:

- All such persons must comply at all times with the health & safety legislation and this Policy, as well as that of their parent organisation. Where the Council's requirement is the more onerous, this must take precedence. Failure to comply with this requirement will be deemed to be a serious breach of trust and may result in the contractor and/or its employee involved being barred from work on Council projects