



Howden Town Council

Health and Safety Policy

1.0 Responsibilities

1.1 The Council has overall and final responsibility for the health and safety of paid employees, Councillors, volunteers (all “responsible persons”) and members of the public during all tasks and activities carried out whilst exercising their Statutory duties.

1.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Clerk.

1.3 To ensure health and safety standards are maintained/improved, the clerk has responsibility for:

- Town Council Office
- Street Cleaning (by Employee)
- Christmas Lights (responsible persons)
- Floral Displays (by appointed Contractor)
- Maintenance of Howden Marsh (by responsible persons and Contractor)
- Howden Cemeteries (Maintenance by appointed Contractor)
- Open Spaces (Maintenance by appointed Contractor)

1.4 All responsible persons must:

- Co-operate with the Clerk on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do or fail to do;
- Report all health and safety concerns to the Clerk.
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2.0 Health and Safety Risks Arising from Work Activities

2.1 Risk Assessments are undertaken by the Clerk.

2.2 The findings of the risk assessments will be reported to the Resources Asset Management Committee and Full Council.

2.3 Action required to remove/control risks will be approved by the Resources Asset Management Committee and Full Council.

2.4 The Clerk is responsible for ensuring the action required is implemented.

2.5 The Resources Asset Management Committee and Full Council will check that the implemented actions have removed or reduced risks.

2.6 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

2.7 All Contractors engaged by Howden Town Council will be required to satisfy the Clerk that they have appropriate/satisfactory Health and Safety Arrangements in place. This will be achieved using a Contractor Health and Safety Questionnaire.

3.0 Consultation with Employees

3.1 All health and safety correspondence and information will be passed to responsible persons by the Clerk.

3.2 The Council recognises that to achieve high levels of health and safety in the workplace will require the involvement and cooperation of all responsible persons.

This will be facilitated by:

- Appointing a Safety Consultant (Competent Person for Health and Safety)
- Ensuring all responsible persons read and are familiar with the Company Health and Safety Policy, safe working procedures, risk assessments and method statements, prior to commencing employment.
- Implementing a system by which responsible persons can refer concerns about working conditions and procedures.
- Implementing a system enabling safety representatives and responsible persons to consult and refer issues to management.
- Ensure that any amendments to working practices, risk assessments and method statements are discussed with all appropriate responsible persons who may be affected by the changes.
- Implementing regular safety meetings between responsible persons and management.

4.0 Safe Plant and Equipment

4.1 The Clerk and any other responsible persons of the Town Council or Contract Workers will be responsible for identifying all equipment/plant/machinery needing maintenance.

4.2 The Clerk will be responsible for ensuring that all identified maintenance is implemented.

4.3 Any problems found with plant/equipment/machinery should be reported to the Clerk.

4.4 The Clerk will check new plant and equipment meets health and safety standards before it is purchased.

5.0 Safe Handling and Use of Substances

All chemicals used by Howden Town Council at various sites are covered by the Control of Substances Hazardous to Health Regulations 2002 and all responsible persons are trained in their safe use.

6.0 Information, Instruction and Supervision

6.1 The Health and Safety Law Poster is displayed at The Town Council Office.

6.2 Health and Safety advice is available from the Clerk.

6.3 The Clerk is responsible for ensuring that responsible persons working at locations under control of other employers are given relevant health and safety information.

7.0 Competency for Tasks and Training

7.1 Induction training will be provided to all employees by the Clerk.

7.2 Job specific training will be provided by relevant bodies to all members of staff.

7.3 Training records are kept at the Town Council Office by the Clerk.

7.4 Training will be identified, arranged and monitored by the Clerk.

8.0 Accidents, First Aid and Work-Related Ill Health.

8.1 The First Aid boxes are kept at the Town Council Office, Old Fire Station, Wellington Store and Marsh Lock-Up.

8.2 All accidents and cases of work-related ill health are to be recorded in the accident book kept at the Town Council Office by the Clerk.

8.3 The Clerk is responsible for reporting accidents, diseases and dangerous occurrences as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 to the enforcing authority.

9.0 Monitoring

9.1 To check our working conditions and ensure our safe working practices are being followed we will produce annual health and safety reports and visit reports, all of which will be referred to the Resource Asset Management Committee and Full Council.

9.2 The Clerk is responsible for investigating accidents and reporting findings to the Resource Asset Management Committee and Full Council.

9.3 The Clerk is responsible for investigating work related causes of sickness absence and reporting to the Personnel and Grievance Committee.

9.4 The Clerk is responsible for acting on investigation findings to prevent a recurrence.

10.0 Emergency Procedures – Fire and Evacuation

10.1 The Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.

10.2 Escape route is checked every quarter by the Clerk.

10.3 Fire Extinguishers are maintained and checked annually.

10.4 Alarms are tested every week by the Clerk.

10.5 Emergency evacuation will be tested twice each year.

Policy approved: Full Council Tuesday November 15th 2022

Policy to be reviewed annually.