



Lowestoft Town Council Health and Safety Policy

1.0 General Statement of Intent

1.1 This is the Council's Health and Safety policy, as required by the Health and Safety at Work Act 1974.

1.2 As part of the Council's commitment to Health and Safety, it will:

1.2.1 Comply with its obligations to make adequate provision for the health, safety and welfare of employees and its wider health and safety obligations in relation to the councillors, contractors, the public and others affected by its activities and engage with expert consultants as detailed in section 6 of this policy.

1.2.2 Ensure that any buildings and land belonging to the Council are properly managed and that appropriate Health and Safety policies and procedures are maintained for the protection of employees, the public and relevant other persons. This may include suitable contractual arrangements for asset management with the requisite risk management and insurance arrangements.

1.2.3 Establish and monitor policies, procedures and risk assessments as needed to reduce any risks identified.

1.2.4 Consult with employees on matters affecting health and safety.

1.2.5 Provide and maintain safe plant and equipment.

1.2.6 Ensure safe handling and use of substances.

1.2.7 Provide information, instruction and supervision for employees

1.2.8 Ensure employees are competent to perform their tasks and give them adequate training.

1.2.9 Prevent accidents and cases of work-related ill health

1.2.10 Maintain safe and healthy working conditions

1.2.11 Provide training and support as relevant to the performance of roles, to ensure the fulfilment of health and safety obligations.

1.2.12 Review this policy and any risk assessments annually and when there is significant organisational or legislative change.

2.0 Working Environment

2.1 Employees must have a safe working environment including when working at home. They have a responsibility to ensure that they are working in a safe working environment and should alert the Council to



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any concerns. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

2.2 The Council will ensure that particular account will be taken of the need to manage risks where employees are placed in a position of increased vulnerability e.g. where lone working or at increased risk of violent attack, and in the specified special cases of employees being pregnant, disabled or under 18.

2.3 The Council will conduct relevant risk assessments to help manage health and safety and staff must cooperate with this process.

3.0 Employees, Contractors and Volunteers

3.1. References to the Clerk in this policy shall include any other relevant person nominated to deal with Health and Safety matters.

3.2 The Council will ensure that any contractors or volunteer workers conducting work for the Council have adequate and suitable arrangements for Health and Safety management and adequate and suitable Public Liability insurance in their own right where obliged by contract, law or policy, or under the Council's own insurance where appropriate.

3.3 Contractors and volunteer workers must report to the Clerk any hazard or situation encountered during their work which may affect members of the public.

3.4 Employees, Councillors, contractors and volunteers should:

- a) Seek advice on safety and health matters, when needed, from the Clerk.
- b) Make proper use of protective clothing and safety equipment provided.
- c) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
- d) Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.

3.5 Employees, Councillors, contractors and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. However, the final level of responsibility is that of each and every individual.

3.6 All Council employees and Councillors will be notified of this policy.

3.7 This policy will be revised, added to or modified from time to time, including where there is a significant change in the law or the activities or structure of the organisation



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4.0 Environment

4.1 The Council will ensure that, as far as possible, its assets remain a safe and pleasant environment for its residents.

4.2 The Council will obtain specialist technical and Health and Safety advice for any projects or pieces of work that could affect the general public.

4.3 The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardise the Health and Safety of the general public.

5.0 Council Safety Officer

5.1 The Clerk, as the appointed Safety Officer, will:

- a) Assume the day to day responsibility for ensuring this policy is reviewed, maintained, regularly reviewed and adhered to.
- b) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments with due record in Council minutes that they have taken place.
- c) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy.
- d) Maintain a record of notified accidents.
- e) 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.
- f) Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.
- g) Review and ensure appropriate insurance policies are in place as part of the Council's risk management.

6.0 Health and Safety Consultants

6.1 The Council has appointed C&C Consulting Services Ltd to advise on matters relating to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of sub-contractors, safety equipment and accident reporting procedures. The following items (6.2 to 6.5) are carried out by the appointed Health and Safety Consultant on the Town Council's behalf.

6.2 Health and Safety Inspections: Where instructed, monitor by inspection of the workplaces and operations, workshops and accommodation (including tenanted properties), the safety and health performance of employees and to provide regular feedback on such inspections and other monitoring activities to the Clerk.

6.3 Statistical Analysis: To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures.



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6.4 Investigate and Report Accidents: To investigate and report on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents, and incidents and to attend and report on legal proceedings in which the Council or Sub-Contractors working on its behalf may be involved.

6.5 Promoting Safety: To promote good working relations with the Health and Safety Executive and other enforcing Authorities and to always strive to achieve with the co-operation of the Council, compliance with current Legislation.

7.0 Responsibilities

7.1 Overall and final responsibility for health and safety is that of Lowestoft Town Council.

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

7.2 To ensure health and safety standards are maintained/improved, the following person has responsibility in the following areas:

Officer: Town Clerk	Responsibility: Policy development and implementation Overall management of health and safety Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR reports)
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7.3 All employees and Councillors must:

- Co-operate with the Clerk and other persons 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
- Report all health and safety concerns to the Clerk or an above-named appropriate person

The Incident Reporting Procedure can be found in a separate document Appendix 1.

The Incident Form for Persons can be found in a separate document Appendix 2.

The Incident Form for Property can be found in a separate document Appendix 3.

The Incident Investigation Form can be found in a separate document Appendix 4.



Appendix 1 Incident Reporting Procedure.doc Appendix 2 Incident Form for Persons.doc Appendix 3 Incident Form for Property.doc Appendix 4 Incident Investigation Form.doc

Revisions	
Date	Amendment
February 2021	Clarified that references to the Clerk shall include any other nominated person responsible for health and safety matters.



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February 2021	Amendments throughout to clarify that policy applies to Councillors also.
February 2021	Added that all Council employees and Councillors will be notified of this policy.
February 2021	Added that <i>'The Council will ensure that any contractors or volunteer workers conducting work for the Council have adequate and suitable arrangements for Health and Safety management'</i> .
February 2021	Added that the policy will be amended <i>including where there is a significant change in the law or the activities or structure of the organisation.</i>
November 2021	At point 6.2 removed reference to the Town Clerk by name and replaced with job title instead
November 2021	Incorporated the Incident Reporting Procedure and forms as appendices
November 2021	Added Section 6.0 'Health and Safety Consultants'
April 2023	Amended 6.1 to include <i>"The following items (6.2 to 6.5) are carried out by the appointed Health and Safety Consultant on the Town Council's behalf."</i> Amended 6.2 to included reference to tenanted properties.