

HEALTH & SAFETY AND WELLBEING

Introduction

The Health and Safety at Work Act 1974 provides the legislative framework to promote, stimulate and encourage high standards of health and safety at work. It places a duty upon the employer to safeguard so far as is reasonably practicable, the health, safety and welfare of all employees.

The Act requires all employers to prepare a written statement of their safety policy and to bring that policy to the attention of all employees. As legislation is continuously under review, so too must the Health and Safety Policy be continually reviewed. It should be active not static and relies on the co-operation of each and every member of Barry Town Council for which it is intended.

Compliance with the Health and Safety at Work Act is a legal requirement. As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

Although the main responsibility for compliance with the Act rests with the employer, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

Employees have a duty under the Act, to take reasonable care to avoid injury to themselves and others and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse any assistance provided to protect their health, safety and welfare in compliance with the Act.

In addition to its legal obligations Barry Town Council (BTC) recognises that it has a moral and economic reason for managing health and safety. Good health and safety performance should be rooted in a high quality management system that seeks to address all aspects of performance. This commences with the inherent safety of the working environment (i.e. plant and equipment); continues through procedures and instructions that are owned and followed; and culminates with a working culture that embraces a positive health and safety attitude throughout BTC.

Date adopted by the Council – 10 April 2017

Date for Review – 10 April 2019

Policy statement

Barry Town Council (BTC) is committed to the health, safety and welfare of all employees, employees of other organisations working with us, and the people for whom it has supervisory responsibility.

BTC believes that an excellent organisation is, by definition, a safe and secure organisation. It therefore follows that caring for all personnel and minimising risk is inseparable from all other BTC objectives. We recognise that it is essential that there is a safe environment and that all staff are competent, healthy and safe at work. All employees will be provided with equipment, information, training and supervision as necessary to implement the policy and achieve the stated objectives.

The Mayor / Councillors regard health and safety management to be fundamental to the delivery of a safe service therefore, accepting ultimate responsibility for health and safety issues, while also ensuring that Health and Safety is recognised as a key responsibility for all members of staff. The approach throughout BTC seeks to ensure effective health and safety management based on a good understanding of the risks and how to control them. This is achieved through continuous good quality risk assessment and management.

It is accepted that staff are our most important asset and the preservation of human and physical resources is an important means of delivering an effective and efficient public service. BTC's Health and Safety objective is to minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident-free workplace.

Policy Aims

The Policy aims are to:

- outline the Management of Health and Safety arrangements within the Organisation through the statement of intent and organisation and structures
- establish arrangements which minimise the Health and Safety risks within the organisation to all staff, and individuals with whom we work
- demonstrate that we recognise 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.

Organisational Arrangements, responsibilities and accountabilities

Barry Town Council

The management structure of BTC places ultimate accountability on the Council, as the policy-making body which has overall and final responsibility for Health & Safety, Fire Safety and Food Safety.

The Executive lead is being undertaken by the Personnel Committee who are responsible through BTC for the implementation of the Health and Safety Policy, and for presenting any Health and Safety issues to the Council.

Operational management for Health and Safety within BTC is devolved to the Town Clerk.

There will be a standing item on Health and Safety at every Personnel meeting.

Council

The Council has overall accountability for making sure that arrangements are in place for:

- ensuring that BTC's Health and Safety Policy is implemented
- ensuring that the Health and Safety Policy is reviewed annually
- ensuring the Council is informed as required on health and safety matters affecting employees and/or the public
- ensuring that regular progress reports are presented to the Council
- supporting training and development of staff
- monitoring Health and Safety performance
- ensuring Health and Safety is adequately resourced
- ensuring Health and Safety responsibilities are appropriately included in the current job descriptions, training programme and induction processes
- ensuring that Health and Safety information is effectively communicated throughout the organisation

The Council will be supported in progressing these responsibilities by the Town Clerk:

Specifically:

The Town Clerk will be responsible for:

- Day to day health & safety activities.
- ensuring that a Health and Safety Advisor / Manager / Consultant (a 'Competent Person') is appointed as necessary to offer specialist advice on health and safety matters
- ensuring that Fire Safety is appropriately managed
- the preparation and oversight of a Health and Safety Action plan
- a fit for purpose and up to date Barry T.C. Health and Safety policy, containing the Health and Safety Policy and arrangements, is in place and readily available
- Training, information and instructions are in place for all Council activities.

- CIEH Health and Safety Level 2 Training will be made available for all staff

Specialist Health and Safety Support

BTC will engage the services of a specialist Health and Safety Consultant via One Voice Wales or seek advice through its Service Level Agreement with the Vale of Glamorgan Council or other specialist advisors in order to:

- maintain BTC's Health and Safety Policies and Procedures Manual as requested
- ensure specialist advice in relation to health and safety for Council consideration,
- assist the management of health and safety through the preparation of relevant policies and procedures
- provide expert input in to any health and safety inspections, audits, reviews and investigations
- maintain a current knowledge of health and safety legislation and applying this to ensure BTC meets its statutory responsibilities
- ensure a systematic approach to the identification of risks and appropriate control measures.

All Employees

All employees are required to undertake their work in a safe manner having due regard to their own health and safety and that of others who may be affected by their work and behaviour. Health and Safety policies and procedures must be followed at all times. Failure to work within BTC policies and procedures is an offence under Health and Safety legislation and may render the employee liable to disciplinary action. 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. All employees will:

- Co-operate with senior management team and line managers on health and safety matters.
- Respect and comply with Health and Safety practices in accordance with BTC's Health and Safety policy documents.
- Take reasonable care of their own and others health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy document), including near misses and identifying poor practice.
- Comply with safe working methods and control procedures that have been laid down for the work activities that are undertaken.
- Not do anything that would put either their own safety or that of others at risk.

Regulations written under the Health and Safety at Work Act (1974) include:

- Management of Health & Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992

The points listed above are commonly known as the HSE Six Pack Regulations.

Contractors and others

All such persons must comply at all times with BTC Health and Safety policies and procedures. Where BTC requirements are the more onerous, they must take precedence.

Failure to comply with this requirement will be deemed to be a serious breach of trust and may result in the relevant employee of the contractor (etc.) being barred from work on BTC premises.

Date adopted by the Council –
Date for Review –