



Morpeth  
Town  
Council

## **STATEMENT OF POLICY ON HEALTH & SAFETY AT WORK MORPETH TOWN COUNCIL**

### **HEALTH & SAFETY AT WORK ACT 1974**

#### **Our statement of general policy is to:**

- Ensure the health, safety and welfare of all persons at work
- Protect visitors, contractors and the general public who attend our premises or who are affected by our undertakings, from risks to their health and safety which may arise from such activities.
- Identify hazards and provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work related ill health
- Maintain safe and healthy working conditions
- Review and revise the Health and Safety Policy as necessary at regular intervals

#### **RESPONSIBILITIES**

The Clerk has overall responsibility for all matters relating to Health and Safety.

The Deputy Clerk has day to day responsibility for ensuring this policy is put into practice and ensuring that all accidents and incidents are appropriately reported and recorded.

## **ALL EMPLOYEES must:**

- Co-operate with supervisors and managers 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 an appropriate person.

## **HEALTH & SAFETY RISKS ASSESSMENTS**

Risk Assessments will be undertaken by the Deputy Clerk on a regular basis.

The findings of the risk assessments will be reported to the Clerk and all employees

Any action required to remove / control risks will be approved by the Clerk

The Deputy Clerk is responsible for implementing and monitoring actions to remove or reduced the risk to an acceptable level.

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

## **SAFE PLANT AND EQUIPMENT**

The Deputy Clerk is responsible for:

- Identifying all equipment / plant needing maintenance.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all identified maintenance is implemented.

Any problems found with plant / equipment should be reported to any employee of the Town Council.

All employees of the Town Council will also check that new plant and equipment meets appropriate health and safety standards before it is purchased.

## **SAFE HANDLING AND USE OF SUBSTANCES**

The Deputy Clerk is responsible for:

- Identifying all substances which need a COSHH assessment.
- Undertaking COSHH assessments.
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring that all employees are informed about the COSHH assessments.

All employees of the Town Council will check that new substances can be used safely before they are purchased. COSHH assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **INFORMATION, INSTRUCTION AND SUPERVISION**

All premises managed by Morpeth Town Council display the Health and Safety Executive (HSE) Health and Safety Law poster

The Deputy Clerk is responsible for:

- Ensuring that all employees working at premises managed by Morpeth Town Council are given relevant Health and Safety information.
- Providing induction training for all employees in relation to Health and Safety matters.

The Receptionist / Clerical Assistant is responsible for keeping training records.

Health and Safety training is identified, arranged and monitored by the Clerk and the Deputy Clerk.

## **ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH**

First Aid boxes are kept at all premises managed by Morpeth Town Council.

All accidents and cases of work related ill health are to be recorded in the accident book. The accident book is available at

**MORPETH TOWN HALL  
MARKET PLACE  
MORPETH, NE61 1LZ**

The Deputy Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **MONITORING HEALTH AND SAFETY**

The Deputy Clerk has responsibility for:

- Undertaking Health and Safety inspections, investigation of accidents or near miss incidents to continually monitor working practices.
- Undertaking an annual review of all accidents or near miss incidents to establish trends to consider service enhancements and improvements.

## **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

The Deputy Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented, checking all escape routes and arranging a fire drill annually.

An approved Contractor maintains and checks all Fire Extinguishers and Fire Alarms annually.