

Document 3.3

Health & Safety Policy

Reviewed on August 2013

1. General Policy statement

- 1.1 This document is the Safety Policy of Bingham Town Council, located at The Old Court House, Church Street, Bingham, Nottingham, NG13 8AL, hereinafter called the 'Company'.
- 1.2 The promotion of safety and health measures is regarded as a mutual objective of management and employees at all levels, and, as such, health and safety ranks alongside other parts of the Town Council's activities.

2 The Town Council's Responsibilities

- 2.1 Bingham Town Council recognises that it is its duty to ensure, so far as is reasonably practicable, the health and safety of its employees and of other persons on its premises, and, to this end, the active co-operation of every person is essential. The matters to which this duty extends in particular are:-
- (a) To provide and maintain a safe and healthy place of work, and provide and maintain a safe means of access to and egress from.
 - (b) To provide information, instruction, training and supervision to enable employees to perform their work safely and efficiently.
 - (c) To provide and maintain plant, machinery, equipment and systems of work that are safe and without risk to health.
 - (d) To provide arrangements for ensuring safety and absence of risks to health from the use, handling, storage and transport of articles and substances.
 - (e) To provide and maintain a working environment for employees that is safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work.
 - (f) To make available all necessary safety devices and protective equipment and to supervise their use.
 - (g) To ensure, so far as is reasonably practicable, the health and safety of contractors, visitors and customers whilst on site.
 - (h) To maintain a constant and continuing interest in health and safety matters by consulting and involving employees wherever possible.

3 The Employees' Responsibilities

- 3.1 The Council's employees have a duty to co-operate in the operation of this policy by:
- (a) Taking reasonable care of their own safety and for those likely to be affected by their acts or omissions.
 - (b) Working safely and efficiently.
 - (c) Using protective equipment provided.
 - (d) Reporting working practices, incidents and situations that have led to or may lead to injury or damage.

- (e) Complying with the Council's procedures and practices for securing a healthy and safe workplace.
- (f) Assisting in the investigation of accidents with the object of introducing measures to prevent recurrence.
- (g) Not interfering with or misusing anything provided in the interest of health and safety.

4 Other Persons' Responsibilities

- 4.1 Other persons on the Council's premises shall observe the Council's safety rules and the requirements of the Health & Safety at Work Etc Act 1974 and any regulations made hereunder.
- 4.2 Visitors should be accompanied by an authorised person whilst on the premises.
- 4.3 Contractors shall observe the safety instructions at all times

5 Review

- 5.1 This Policy will be reviewed annually and updated as necessary.

Prepared for the Council by Focus Health & Safety
Reviewed August 2013