



HEALTH AND SAFETY AT WORK

POLICY STATEMENT

1.0 Introduction

- 1.1. This statement sets out the policy of Pontypool Community Council (The Council) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Council in fulfilling its legal and moral obligations.
- 1.2. In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with the Council or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.
- 1.3. Provided that persons referred to in 1.1. above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract in so far as they refer to health and safety at work.
- 1.4. All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. Personal copies of the Policy may be obtained on request from the Clerk.

2.0 Definitions

- 2.1. In this policy, the expression “at work” means whenever and wherever work takes place and may include travel for work (for instance travel between premises, parks, to and from meetings etc).

- 2.2. The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc Act 1974, but also in supporting legislation brought under the Act from time to time.

3.0 Policy

- 3.1. The Council will take all reasonable measures to ensure that those persons referred to in 1.1. above are made aware of the contents of this Policy, the possible effects upon their personal health and safety and the possible consequences in the event of any breach of this Policy.
- 3.2. The Council recognises its obligations under Section 2(1) of The Health and Safety at Work etc Act 1974 and the various duties and obligations under The Management of Health and Safety Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Council by legislation and/or this Policy.
- 3.3. All council members and employees will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.
- 3.4. The Council will undertake, so far as is reasonably practicable, the following:
- a) The provision and maintenance of plant and systems of work that are safe and without risks to health.
 - b) Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.
 - c) The maintenance of premises and places of work which are safe and without risks to health and safe access to and egress from such places.
 - d) The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.

- e) The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
- f) Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
- g) Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

4. **Supporting Documentation**

4.1. Additional information is fully available within the Zurich Municipal handbook:

- a) Other Policies
In addition to this general policy on health and safety, there are other policies relating to specific health and safety related topics.
- b) Risk Assessments
There is an annual review of all Risk Assessments that have been undertaken on the office, such as the Fire Risk Assessment and the Task Force working conditions including Manual Handling and working with equipment.

5.0 **Policy Review**

5.1. This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Council, in the light of additional knowledge or information becoming available, and in any event annually.

6.0 **Responsibility for Policy Implementation**

6.1. The overall responsibility for the implementation of this policy is vested in the council members of Pontypool Community Council. Peninsula has been employed to provide advice and support to the Council on all Health and Safety issues and more detailed documentation on the policy and procedures is available in the office. The Clerk has day to day responsibility for the management of the policy

Signed ...R.V. Tucker.....

Date20th June 2015

On behalf of Pontypool Community Council

Name ...Mrs. Ruth V. Tucker