



Bridlington Town Council

# Health & Safety Policy

Adopted  
for the Bridlington Town Council Term 2023-2027

Minute reference 27.23



## **BRIDLINGTON TOWN COUNCIL HEALTH & SAFETY POLICY**

### **1.0 General Statement**

Bridlington Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as play areas for leisure purposes.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

### **2.0 Aims**

To provide as far as is reasonably practicable:

- a. A safe place of work and a safe working environment.
- b. Safe facilities for the use of the residents of Bridlington and the wider public.
- c. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- d. Systems of work that are safe and without risks to health.
- e. Specialist technical advice and assistance on matters of Health and Safety when necessary.
- f. Mandatory training is provided to ALL staff at the level suitable for their role
- g. Sufficient information, instruction and training for contractors and voluntary helpers to carry out their work safely.
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- h. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

### **3.0 Arrangements & Responsibilities**

3.1 As the Employer, the Town Council will be responsible for this policy.

3.2 As the Council's Safety Officer, the Town Clerk will:

- a. Implement the Health and Safety Policy.
- b. Ensure safe equipment and supplies are provided to staff, contractors and volunteers
- c. Keep informed of relevant health and safety legislation.
- d. Advise the Council on the resources and arrangements necessary to fulfil its responsibilities.
- e. Make effective arrangements to implement the Health and Safety Policy.
- f. Ensure actions that have been approved by the Town Council to remove, or to mitigate against risk are carried out.
- g. Ensure that matters of health and safety are raised meetings of the Town Council
- h. Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
- i. Ensure that all risk assessments are retained on file.
- j. Ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- k. All contractors will be required to abide by the terms of the Council's Health & Safety Policy.
- l. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- m. Maintain a central record of notified accidents.
- n. 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.
- o. Act as the contact and liaison point.

3.3 The staff, contractors and voluntary helpers will:

- a. Cooperate fully with the aims and requirements of the Health and Safety Policy.
- b. Take reasonable care of their personal health and safety whilst onsite.
- c. Use appropriate personal protective clothing.
- d. Take reasonable care for the health and safety of other people who may be affected by their activities.
- e. Where necessary and, where appropriate, ensure that first aid materials are available.
- f. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- g. Not misuse any plant, equipment tools or materials.
- h. Report any accidents or hazardous incidents to the Clerk.
- i. All staff will under take training in Health and Safety to a suitable level as required for their role (levels 1 to 3 dependent on role requirements)