Skipton Town Council

Policy Name:	**Health and Safety Policy**
Date of Last Review:	**14 May 2025**
Version Number:	**V2**
Responsible Officer:	**Chief Officer**
File Location:	**Shared Drive**
Next Review Due:	**May 2027**
Added to Policy Register:	**YES**

1.0 Introduction and Context

The Council's Health and Safety Policy applies to all staff and others who may be directly affected by the Council's actions.

The Council attaches the greatest importance to the Health and Safety of its employees and members of the public and accepts overall and final responsibility for Health and Safety within the Council controlled premises. The responsibility for policy and implementation rests with the then elected members of Skipton Town Council.

The Council recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all of its employees under the Health and Safety at Work Act 1974.

2.0 Aims & Objectives

Statement of Intent

Skipton Town Council will, in so far as it is reasonable and practical:

a) provide adequate resources to maintain health and safety and welfare at work
b) carry out risk assessment and review them annually
c) provide and maintain systems of work, which are safe, and without risk to health
d) establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, that are safe and without risk to health
e) provide employees with such information, instruction, training and supervision as is necessary to ensure employees are competent to do their work and secure their safety and health at work and that of others who may be affected by their actions
f) carry out health surveillance, where required
g) provide a safe and healthy working environment
h) provide and maintain safe plant and equipment

i) make adequate provision and arrangements for welfare facilities at work.
j) keep the workplace safe and ensure that access and egress are safe and without risk.
k) monitor safety performance to maintain standards
l) engage and consult with employees on day-to-day health and safety conditions

The duties of employees are to:

a) take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work
b) to co-operate with others in the Council to fulfil statutory duties
c) not to interfere with, misuse or wilfully damage, anything provided in the interest of health and safety
d) to obey safety rules
e) to familiarise themselves with health and safety instructions
f) to report all accidents and incidents and to assist with the investigation of such
g) to report any hazards or defects to the Clerk or supervisor

3.0 Organisation Structure for Health & Safety

The Full Council has ultimate responsibility for the health and safety of Skipton Town Council but discharges this responsibility through the Chief Officer to individual managers, supervisors and employees.

The Council shall ensure that:

a) They provide the lead in developing a positive health and safety culture through the organisation
b) All its decisions reflect its health and safety intentions
c) Adequate resources are made available for the implementation of health and safety
d) They will promote the active participation of workers in improving health and safety performance.

The Chief Officer is the designated person with overall responsibility for ensuring compliance with Health and Safety legislation.

The Chief Officer shall ensure that

a) This policy is implemented, monitored, developed and communicated effectively
b) Adequate insurance cover is provided at all times
c) There is regular communication and consultation with staff on health and safety matters
d) Safe working practices are developed, implemented and maintained
e) Accidents, ill health and ‘near miss’ incidents are recorded, investigated and reported

f) Ensure that all employees receive adequate training, information and supervision to maintain safe standards.

4. 0 Systems, Procedures and Arrangements

Skipton Town Council will initiate systems and procedures to ensure the safety of employees and others affected by the Council's activity and will monitor and update these at regular intervals.

The Council shall ensure that all employees are appraised of its policy and procedures.

The Council will provide health and safety training required by law and required for the satisfactory implementation of the policy and procedures.

The Council will make available any necessary codes of practice, guidance notes and literature to Members and employees relating to the Health, Safety and Welfare of employees and Council's activities.

The Council will undertake to provide appropriate protective clothing and devices where it is deemed necessary. Employees will be expected to wear the clothing and use the devices supplied for the purpose.

The Council will appoint a minimum of two trained First Aiders. The details of first aid support will be displayed on notices placed within each room at the Council's offices.

Employees must make themselves aware of any legal requirements relating to the storage, correct usage of substances and what action should be taken if an accident occurs.

Defects occurring to all equipment should be immediately reported to the Chief Officer and the equipment should not be used until a repair is affected.

Accident Reporting Procedures -

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 certain specific injuries caused by accidents at work and resulting in absence from work more that three consecutive days must be reported for appropriate action.

An Accident Register in which all employees should record, or have recorded, any accident resulting in injury is kept at the Town Council Office.

Accidents should be reported to the Council as soon as practicable, so that appropriate action is taken.

Systems and procedures will be modified as necessary at the earliest opportunity.

To ensure that this policy is effective, Skipton Town Council will:

a) review it annually, or on significant changes in the business of the council
b) make any such changes known to the employees of Skipton Town Council

In addition, all other Health & Safety Documents which, form part of the Health & Safety Policy, Fire, Risk Assessments, COSHH etc will be maintained and these are available to all Skipton Town Council employees in conjunction with this Policy.

• Health and Safety law poster is displayed in Reception at the Town Council Office
• First-aid box is located next to the safe cupboard in the Town Council Office, in the Depot and on the Tractor
• Accident book is located with the First Aid Box at the Town Council Office
• Public Liability Insurance Certificate is displayed on the Notice Board in Reception at the Town Council Office.

3.0 Related Documents (links to procedures etc)

Risk Assessments for all Town Council Departments
Lone Working Policy
Fire Evacuation procedure