**Caerphilly Town Council**

**Health and Safety Policy Statement**

All members and employees have a responsibility for health and safety. The Town Council has an overall responsibility as a corporate body. The Town Clerk must ensure that activities are carried out in accordance with this Policy Statement, accepted standards and safe working procedures, and in accordance with statutory provisions. The Town Clerk must report to the Town Council in respect of any health and safety breaches and the steps necessary to mitigate identified risks.

The Town Council owns no land or buildings and operates from rented accommodation at the Twyn Community Centre. But several situations can arise that present a risk to health and safety including contact with machinery, struck by moving or falling objects, contact with electricity or an electrical discharge, slip, trip or fall, exposure or contact with hot / harmful substance, fire and explosion. The risk environment is considered low if members and employees exercise due care. Nevertheless all reasonably practicable measures will be taken to prevent personal injury, occupational disease and damage to property. These measures include the protection of the public who may be attending at the office or Town Council organised events.

**The Town Council responsibilities:**

* to provide and maintain safe and healthy working conditions taking into account statutory requirements
* to provide training as appropriate to enable employees to perform their work safely and efficiently
* to provide and maintain any necessary safety devices and protective equipment
* to provide instruction as necessary on how to use safety devices and protective equipment
* to meet the obligations of health and safety in the workplace through consultation

**The Employees responsibilities:**

* to work safely and efficiently whether office or home based
* to meet statutory obligations relating to health and safety in the workplace
* to report promptly all accidents and incidents including those where no injury to people has occurred
* to assist in the investigation of accidents so that measures may be taken to prevent a recurrence
* not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions

**Health and Safety Risks arising from Work Activities**

Under the Management of Health and Safety at Work Regulations the Town Council has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. The Town Council has a duty to ensure that no one is put at risk from activities under its control. The events organised by the Town Council, in particular the Christmas Lights switch on and the fireworks display at Caerphilly Castle present a series of risks to the public and the events are subject of separate risk assessments. The Town Council will ensure that appropriate insurance is in place and will employ a sufficient number of stewards to safely manage the public attending the events.

**Safe Plant and Equipment**

Under the Provision and Use of Work Equipment Regulations the Council has a duty to ensure that all plant and equipment that requires maintenance (eg portable electrical appliances) is identified and that maintenance work is undertaken. Building related plant and equipment is the responsibility of the landlord. Any defects identified should be reported to the Twyn Centre Management Committee.

**Safe Handling and Use of Substances**

Under the Control of Substances Hazardous Regulations (COSHH) the Town Council has a duty to assess the risks from hazardous substances that are used (eg chemicals, solvents, paints, oil etc). In the normal course of activities this risk will not arise.

**Information and Instruction**

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others. Although the risk environment is low, as part of the induction for new employees, health and safety training will be provided. Stewards attending at events will have a prior briefing that will include health and safety. It will be an operational requirement for stewards to operate in pairs and have a means of communication with the chief steward or other nominated contact.

Training records will be kept for employees and members.

**Accidents, First Aid and Work Related Ill Health**

All accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrences.

The Town Clerk is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

A first aid kit is located in the Town Council office.

The Town Council will adopt reasonably practicable measures to reduce the risk of work related stress.

**Emergency Procedures – Fire Evacuation**

The landlord is responsible for the fire risk assessment, testing of the fire alarm, and maintenance of the fire extinguishers.

Members and employees should be familiar with the fire evacuation procedures and assembly point at the Twyn Community Centre.

**Review**

The Town Council is committed to managing health, safety and welfare in the workplace. The Town Clerk will report to the Town Council any issues that raise concern in relation to this policy and as appropriate recommend mitigation measures. As necessary the policy will be updated to reflect changes in health and safety legislation.

Adopted September 2023