

# WINDERMERE & BOWNESS TOWN COUNCIL

## HEALTH & SAFETY POLICY

Adopted by Full Council on 22<sup>nd</sup> November 2017. Revision: November 2019

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### Introduction

Windermere Town Council recognises that under the Health and Safety at Work Act 1974 it has a legal responsibility to ensure the health, safety and welfare of its employee and volunteers (including councillors). It is also keen to ensure, as far as is reasonably practicable, that members of the public who use council owned public areas do so in the safest way possible.

### Responsibilities

The Town Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for its employee and volunteers, paying particular attention to the provision and maintenance of:

1. equipment and systems of work designed and maintained to operate and function safely. The Town Clerk works largely from home, where she is responsible for her own working environment and equipment. Any reasonable needs she identifies to improve or guarantee safety will be provided or enabled by the Town Council;
2. sufficient information, instructions, training and supervision to enable its employee and volunteers to avoid hazards and contribute positively to their own safety and health at work.
3. to promote safety awareness among its employee, volunteers and members of the public;
4. to provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using the Council Chamber. This will include clear instructions in the lift on what action to take in the event of a break-down and clear fire evacuation instructions. NB the Town Council is reliant on South Lakeland District Council, the owners of Langstone House, to ensure that electricity and gas installations are safe, that fire prevention measures are installed (for example smoke alarms), that the building is cleaned and that there is regular testing for legionnaires disease in the water system.
5. the wearing of Personal Protective Equipment if required. The Town Steward works for the Town Council on contract and is responsible for his own safety regime, which includes the wearing of protection equipment and his own liability insurance. The Town Council provides protective clothing on a request basis.
6. any contractors engaged by the council will be required to submit a suitable Method Statement and to adhere to such health and safety issues as the council may deem compulsory;

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7. risk assessments will be carried out as necessary and retained on record. This is particularly the case for the annual litter pick;
8. Electrical Portable Appliance Testing on Town Council Council equipment will be conducted annually to conform to current legislation. This will be the responsibility of SLDC.

The Town Clerk assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and safety will be kept under review by the council but the employee and volunteers are reminded that they also have a duty of care for their own safety and that of other persons who might be affected by council activities and to co-operate with the council so as to enable it to carry out its own responsibilities successfully.

The final level of responsibility is, however, that of each and every individual.

Volunteers should:

1. seek advice on safety and health matters from the Town Clerk, and follow advice given;
2. use, in a correct and safe manner, all equipment including machinery, tools and Personal Protective Equipment if required;
3. report immediately to the Town Clerk, or Mayor any defects in plant, structures, equipment which come to their notice;
4. report promptly to the Town Clerk, or Mayor, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
5. to record any such accidents in an Accident Book, held by the Clerk.

A copy of this statement will be issued to SLDC as building owners and to the employee (Town Clerk) and volunteers of the council as necessary.

This policy will be revised, added to or modified when required and reviewed bi-annually.