

# Crowle & Ealand Town Council



## Health & Safety Policy

### 1.0 Purpose

1.1 C&ETC objective is to ensure the Health and Safety of its member Councillors , suppliers, contractors, members of staff/employees and any other person(s) attending its premises/sites at what so ever location.

1.2 The overall responsible person for C&ETC is the current Mayor however, C&ETC has a responsible person designated as its qualified Health & Safety Officer.

1.3 C&ETC accepts its responsibility for the health, safety and welfare of the Council and visitors or those mentioned above and will take all reasonable and practicable steps to prevent work related ill-health or personal accidents/injury and will:

- C&ETC will create and follow health and safety procedures where required including display of this policy in appropriate locations.
- Carry out risk assessments of its operations and those of contractors. Including Method Statements of contractors or suppliers to C&ETC.
- Ensure that all places meet the minimum standards of comfort and cleanliness.
- Record incidents/accidents, serious injuries, disease and near miss and report appropriately to the Health and Safety Executive including RIDDOR.
- Provide a safe place for the Council and its visitors to meet.
- Ensure safe systems of work by providing appropriate training if required and Risk Assessments.
- Comply with all legislation and Approved Codes of Practice designed to reduce harm that C&ETC business/actions may cause to the environment.
- Ensure that the Health and Safety at work Acts are observed by the group and its visitors at locations where ever events are.
- Approve their Risk Assessments.

1.4 All of C&ETC has responsibility for themselves, their colleagues and others whilst legitimately on events/projects. C&ETC will enforce necessary procedures to ensure compliance with Health and Safety regulations in the event of failure of any person/s group to follow C&ETC guidelines.

This policy will be reviewed annually or, immediately following incident/accident within C&ETC boundaries. The Law applying to this policy shall be English.

Signed:

Position:

Date:

Adopted: May 19

Review: May 20