

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## Health and Safety Policy

**Date of review: 25<sup>th</sup> June 2024**

**Next review date: May 2027**

1. Bingley Town Council recognises and accepts responsibility 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 Town Council.
2. The Town Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide as far as reasonably practicable, the resources necessary to fulfil this commitment.
3. The Town Council will seek as appropriate expert technical advice on Health and safety to assist the Clerk in fulfilling the Town Council's responsibilities for ensuring safe working conditions.

### **Aims of the Health and Safety at Work Policy**

To provide as far as is reasonably practicable:

1. A safe place of work and safe working environment.
2. Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of health and safety where necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. 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.

### **Arrangements for Health and Safety**

The Town Clerk will:

1. Keep informed of relevant health and safety legislation.
2. Advise the Town Council on the resources and arrangements necessary to fulfil the Town Council's responsibilities under the Health and Safety at Work Policy.

3. Make arrangements to implement the Health and Safety at Work Policy. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to provide written method statements.
4. Ensure that work activities by the Town Council do not unreasonably jeopardise the health and safety of members of the public.
5. Maintain a record of notified accidents.
6. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary reporting procedure.

Employees, contractors and voluntary helpers will:

1. Co-operate fully with the aims and requirements of the Health and Safety at Work Policy.
2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and where appropriate ensure that appropriate First Aid materials are available.
3. Take reasonable care for the health and safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safeguards, safety devices or other equipment provided for health and safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
6. Report any accidents or hazardous incidents to the Town Clerk.