



## **GODALMING TOWN COUNCIL HEALTH AND SAFETY POLICY**

### **ORGANISATION AND RESPONSIBILITIES**

#### **1. Elected Members' Obligations**

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- (a) the implementation of the safety policy; and
- (b) regular monitoring and review of health and safety practices, procedures and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Town Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

#### **2. The Town Clerk**

The responsibility for fulfilling the safety policy of the Council rests with the Town Clerk. The Town Clerk will ensure that the policy is carried out through responsible delegation of duties to the Facilities Supervisor - as defined below.

The Town Clerk is responsible for ensuring that:-

- (i) Staff are aware of their obligations and carry them out in accordance with the Safety Policy;
- (ii) effective reporting and communication exists within the organisation and with the users of the Council's premises; and
- (iii) unresolved problems of health and safety are brought to the attention of the Council.

**N.B.** In the absence of the Town Clerk, the Facilities Supervisor will be responsible for the implementation of this policy.

### **3. The Facilities Supervisor**

The Facilities Supervisor will ensure that the Health and Safety Policy is implemented within all the Town Council's premises and on all Town Council land (and Joint Burial Committee land and buildings).

The Facilities Supervisor shall:-

- (1) ensure that programmed risk assessments are undertaken for work activities in the Town Council's premises. Where significant risks are identified the Facilities Supervisor is to ensure that safe systems of work or other control strategies are put into place in order to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum. These procedures shall be monitored and reviewed periodically;
- (2) advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Policy;
- (3) ensure that, where a problem cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- (4) ensure all work undertaken by Contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
  - (a) undertaking suitable and sufficient risk assessment before work commences;
  - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
  - (c) co-ordinating exchange of information between any contractors, Council staff and any others who may be affected by any Council contract;
  - (d) providing contractors with the latest edition of GTC Safety Rules for Contractors and ensuring compliance with those requirements;
- (5) ensure that all those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- (6) keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are reported to the Town Clerk;
- (7) consistently set a good personal example;

### **4. Godalming Town Council Employees**

All Town Council employees shall:

- (1) take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by their acts and omissions at work;
- (2) co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- (3) attend as necessary health and safety training as directed by the Council, utilise or

follow such training and use any personal protective clothing or other safety equipment provided to them, as necessary;

- (4) report any hazard or defect involving equipment, systems, procedures or buildings through the Facilities Supervisor to the Town Clerk;
- (5) report any accident or aggressive incident in accordance with established procedures.

## **5. Responsible Finance Officer**

Responsible for notifying the Council with regards to insurance inspections and claims investigations.

## **6. Other Health & Safety Policies and Procedure Documents**

Godalming Town Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for GTC's elected members and staff to follow.