

## **HEALTH & SAFETY POLICY ARRANGEMENTS**

### **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) being harmed or committing an offence under the Act.

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

- the implementation of the Health & Safety Policy; and
- 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.

Elected members shall actively promote a positive health & safety culture through personal example and reinforcement of the Council's Health & Safety Policy.

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

The responsibility for fulfilling the Health & 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 Operations & Compliance Officer - as defined below.

The Town Clerk is responsible for ensuring that:-

- staff are aware of their obligations and carry them out in accordance with the Health & Safety Policy;
- effective reporting and communications exist within the organisation and with the users of the Council's premises (**See Annex 1**);

- unresolved problems of health and safety are brought to the attention of the Council.

### **3. The Operations & Compliance Officer**

The Operations & Compliance Officer will ensure that the Health & Safety Policy is implemented within all the Town Council's premises and on all Town Council land.

The Operations & Compliance Officer shall:-

- ensure that risk assessments are undertaken and regularly reviewed for work activities in the Town Council's premises. Where significant risks are identified, the Operations & Compliance Officer is to ensure that safe systems of work or other control strategies are put into place to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum.
- advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Health & Safety Policy;
- ensure that, where an issue cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- have oversight that all work undertaken by contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
  - (a) providing the contractor with up-to-date GTC Health & Safety Policy, and other relevant GTC Policies;
  - (b) any other location specific information (e.g. Fire Risk Assessments, Asbestos Reports etc) ;
  - (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 contractors, Council staff and others who may be affected by any Council contract;
  - (c) obtain risk assessments and method statements (RAMS) for tasks that are to be carried out by contractors, and monitor compliance with the recommended controls;
- ensure those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are recorded;
- consistently set a good personal example;.

### **4. Godalming Town Council Functional Managers**

All Godalming Town Council functional managers shall:-

- prepare risk assessments for any activities or events that they are organising. Functional Managers can ask the Operations & Compliance Officer for guidance and assistance.

- in the event of an incident or accident, Functional Managers are to accurately record the details of the accident or incident on the Accident and Incident Form (**See Annex 3**);
- identify any health & safety training needs within their team;
- incorporate a review of health and safety behaviour into performance appraisals;

## **5. Godalming Town Council Employees**

All Godalming Town Council employees shall:

- 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;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- attend health and safety training as directed by the Council, utilise or follow such training and use any personal protective equipment (PPE) or clothing provided to them.
- report any hazard, defects involving equipment, systems, procedures or buildings and any accidents or aggressive incidents to their line manager, or to the Operations & Compliance Officer.

## **6. Godalming Town Council Contractors**

All Godalming Town Council contractors shall:-

- only allocate competent individuals to work on Godalming Town Council contracts, ensuring that they have received all relevant information and training for the work to be carried out;
- take reasonable care for their own health and safety, and that of their colleagues, or anyone else who might be affected by their omissions at work;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all statutory provisions;
- provide risk assessments and method statements (RAMS) covering all aspect of work to be undertaken, and ensure that they are complied with;
- report any accidents or aggressive incidents to their Godalming Town Council employing Officer, or directly to the Operations & Compliance Officer.

## **7. 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. See Annex 2

## **Annexes**

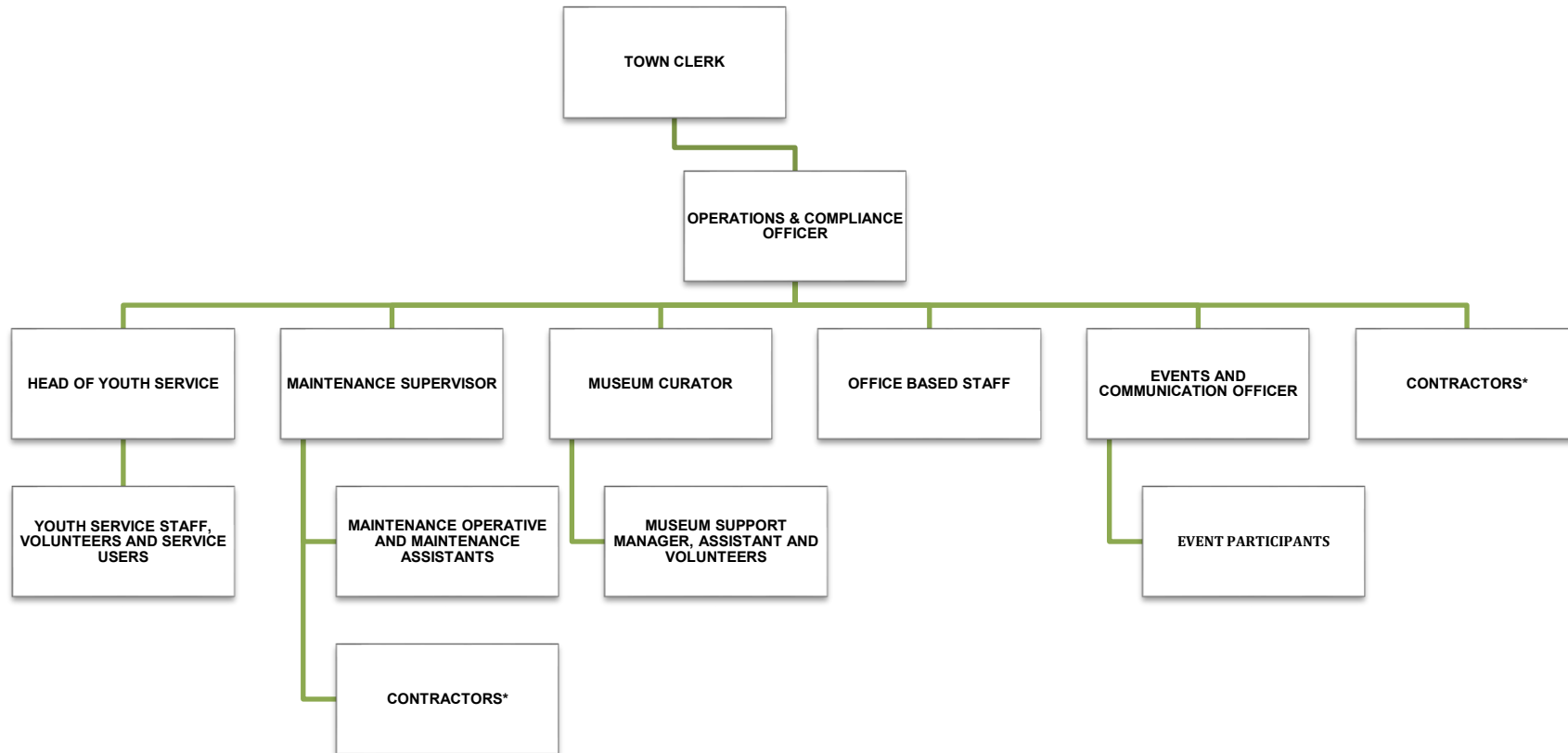
Annex 1 – Health & Safety Organisational & Reporting Structure

Annex 2 – Index of Godalming Town Council policies and procedures forming part of the health & safety structure.

Annex 3 – Accident or Incident Report Form

**GODLAMING TOWN COUNCIL  
HEALTH & SAFETY POLICY – ANNEX 1  
HEALTH & SAFETY ORGANISATIONAL & REPORTING STRUCTURE**

The diagram below shows how health and safety issues are reported:



\*Contractors will report issues to the Operations & Compliance Officer, Maintenance Operative or Maintenance Assistants depending on the task being conducted.

## HEALTH & SAFETY POLICY – ANNEX 2

Godalming Town Council (GTC) requires all contractors carrying out works on behalf of GTC to visit <https://godalming-tc.gov.uk/council-policies-procedures/>, and familiarise themselves with the following policies and procedures:-

- Health & Safety Policy
- Health & Safety Policy Arrangements
- Safeguarding – Youth
- Safeguarding
- Equality & Diversity Policy

Please sign below to confirm that you have read and understood the policies and procedures

Name \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

## HEALTH & SAFETY POLICY – ANNEX 3

### ACCIDENT/INCIDENT REPORT FORM

Reference  
No:

Use this form for reporting accidents, incidents or hazards which have occurred.

If the accident/incident has resulted in someone suffering **serious injury** (e.g. broken bones) please report it **immediately** to the **Operations and Compliance Officer**.

#### DETAILS OF PERSON FILLING IN THIS FORM

Your Name:	Today's Date:
Position:	Work Phone No.:

#### DETAILS OF ANY INJURED (if no-one was injured, go straight to next section)

Name:	Contact Phone No.:				
Address:					
Is She/He a ( <i>circle one</i> ):	Staff	Visitor	Contractor	Public	Other:
If Staff, Job Title:			Section:		
Age:			Male / Female:		

#### DESCRIPTION OF THE ACCIDENT or INCIDENT (e.g. a near-miss)

Date & Time:	Place:
Describe what happened including details of any injury:	

#### FIRST AID TREATMENT

Was the person treated by a First Aider?	Yes	No	Don't Know	Not applicable
If 'Yes': Give Name of First Aider:				
...and record here what First Aid was given:				

**WITNESS STATEMENTS**

<b>Name:</b>	<b>Contact Phone no:</b>
Describe what you witnessed:	
<b>Name:</b>	<b>Contact Phone no:</b>
Describe what you witnessed:	

**This next section is to be filled in by the injured person.  
PLEASE CONFIRM THAT YOU AGREE WITH THE INFORMATION ABOVE:**

<b>Signature</b>	<b>Date</b>
Please add any comments here.	

This page is to be completed by a manager only.

**REPORTABLE ACCIDENTS AND INCIDENTS**

HSE Injury Classification	(Tick box)	HSE Incident Classification	(Tick box)
Fatal injury		Contact with electricity	
Bone fracture excluding finger, thumb or toe		Contact with machinery	
Amputation of arm, hand, finger, thumb, leg, foot or toe		Drowned or asphyxiated	
Blinding or permanent sight reduction		Exposed to explosion	
Crush injuries leading to brain damage or organ damage		Exposed to fire	
Serious burns		Exposed to a harmful substance	
Scalping requiring hospital treatment		Fall from a height (if so, how far?)	
Loss of consciousness caused by head injury or asphyxia		Injured by an animal	
Injuries associated with working in an enclosed space leading to hypothermia or heat-induced illness, resuscitation, hospitalization for over 24 hours		Lifting and handling injuries	
		Physical assault	
<b>Did the injured person...</b>		Slipped trip or fall on the same level	
...become unconscious?		Struck against something	
...need resuscitation?		Struck by an object	
...sustain an injury which required them being taken straight to hospital?		Struck by a moving vehicle by something moving, flying or falling	
...remain in hospital for more than 24 hours?		Trapped by something collapsing	
...due to the incident become unable to work for... ...more than 7 days? (RIDDOR reportable)		An <b>occupational disease arising out of the work</b> (e.g. dermatitis). ALL: Refer to guidance on RIDDOR	
...more than 3 days? (NB: just for the record, not RIDDOR reportable)		A <b>dangerous occurrence</b> (e.g. a near-miss) which could have been serious. ALL: Refer to guidance on RIDDOR	
<b>None of the above</b>		<b>None of the above</b>	
Record the names and phone numbers of any witnesses or others notified:			

<b>Is the accident/incident reportable under RIDDOR?</b> (any ticked boxes above – if in doubt, read guidance)	Yes	No	If 'Yes' Date Reported:  Signature:

## ACCIDENT or INCIDENT INVESTIGATION AND PREVENTION

Has an investigation been carried out?	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', by whom</i>				
What were the conclusions?				
Was the activity covered by a Risk Assessment?	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', does the Risk Assessment need revising?</i>	Yes	No	(detail in management action below – continue on separate sheet if necessary)	
<i>If there was No Risk Assessment, is one needed?</i>	Yes	No		
<p><b>Notes:</b> The information given may be passed onto the Health &amp; Safety ('H&amp;S') Enforcing Authority (where this is required by law); our Insurers (to advise on risk/claims matters); our H&amp;S/HR professionals (to provide information about accidents or incidents, injuries and illness), and Company Managers (to discuss general accident and adverse incident prevention strategies).</p>				