

# Magor with Undy Community Council

## Health & Safety Policy

### **Purpose**

To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.

### **Scope**

All Council employees, service users, contractors and any other persons affected by the Council's operations and facilities.

### **Responsibilities**

Magor with Undy Community Council recognises its corporate responsibility for the health, safety and welfare of its employees and for all activities under its remit which may affect service users and others (for example members of the public, contractors and councillors).

The Clerk is responsible for ensuring an effective health and safety management system is in place. Employees are encouraged to participate actively in, and accept individual responsibility for, health, safety and welfare matters and to work with the Council to assure legal and policy compliance and support continuous improvement.

### **Policy**

Reflecting its commitment to health and safety, the council will promote the welfare, and protect the health and safety of its employees, sub-contractors, visitors and others affected by its activities by:

- Promoting a positive health, safety and welfare culture throughout the organisation.
- Promoting clear channels of communication for health, safety and welfare between all departments.
- Providing and maintaining safe and healthy working conditions.
- Providing adequate control of risks arising from work activities.
- Consulting employees on matters affecting their health and safety.
- Liaising effectively with contractors and other organisations as appropriate for the purposes of health and safety.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training and supervision for all employees.
- Ensuring all employees are competent to perform their tasks and provide adequate training
- Investigating accidents and cases of work-related ill health.
- Committing to continuous improvement of health and safety through regular reviews and audit both internally and externally.
- Complying with legal requirements and internal health and safety standards.
- Making health and safety integral to all business processes, planning and decision making.
- Reviewing this Policy annually, or when changes in circumstances dictate, to ensure validity.

## **All Employees**

All employees (including contractors) are expected to bring to the notice of the Clerk any areas where this Policy appears to be inadequate.

They must also:

- Comply with Council and legal rules and procedures regarding safe working.
- Report any potentially unsafe procedures.
- Never interfere or misuse anything provided in the interest of health and safety.
- Use correct methods of work and not improvise by using methods, tools or equipment which entail unnecessary risk.
- Maintain good housekeeping standards.
- Wear all appropriate personal protective equipment as instructed.
- Attend all health and safety training, as instructed.
- Immediately report to the Clerk all injuries, accidents and ill health caused by or affecting the work activity.