



Health and Safety Policy

Section 1

Policy Statement

Horsforth Town Council recognises that it has statutory obligations to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

Horsforth Town Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status, in the promotion of strategies and procedures to achieve the objectives of this Policy.

The arrangements for the implementation of this Policy are set out in Sections 2 and 3. The Policy will be kept up to date as required and to ensure this, the Policy and the way it is operated, will be reviewed annually.

A copy of this Policy is issued to all employees and Councillors.

Section 2

Day to Day Health and Safety Responsibilities

Horsforth Town Council

- Must maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments to be undertaken on an annual basis.
- Hazard management programme to be monitored and reviewed to take account of changes within the workplace.
- Ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Encourage all staff to set a high standard of health and safety management.
- Ensure all contractors comply with the necessary health and safety standards.

Employees

- Must take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with Horsforth Town Council to achieve a healthy and safe workplace, and to report any health and safety problems that arise which they are unable to resolve themselves.
- Carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times.
- Not to misuse any equipment provided in the interests of health and safety and their welfare.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

Section 3

Arrangements for Health and Safety Systems and Procedures

General Safety and Conduct of Employees

- Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employers must be read, understood and implemented by all employees. A declaration by the employee must be signed when the policy has been read and understood. Employees must not promote or participate in any action that may result in accident or injury.

Accidents

- It is the injured person's responsibility to notify the Clerk or Admin Assistant/RFO, who will record it in the accident book. Should the accident be reportable to the Health and Safety Executive this will be done by the Clerk.

First Aid

- First Aid box is sited at the tea/coffee preparation area.

Safety Training

- All staff to be given training relating to evacuation procedures, accident procedures and availability of first aid. Other training to be carried out as the need arises and records to be kept.

Fire Precautions

- Fire procedures are displayed at all exits. Fire drills to be carried out annually by the Library Management. The assembly point is at the corner of the Old Library. The fire alarm system to be checked weekly by the library staff.
- All fire extinguishers and appliances to be checked annually by contractors of Leeds City Council and Library retains the log book.

Electrical Safety

- All portable appliances to be checked annually by a qualified electrical contractor.
- An electrical check in accordance with the Electricity at Work Regulations 1989 to be done annually.

Manual Handling

- Horsforth Town Council follows the Health and Safety Executive guidelines for lifting and no employee is expected to lift over 20kg without assistance. All staff that may be involved in physical handling will be trained in the correct procedures to adopt.

Display Screen Equipment

- All employees to be informed of the various health conditions associated with the use of display screen equipment. All employees to receive training in the correct use of computers, the positioning of desk, chair, monitor, etc. to enable them to avoid the various ill health problems. All employees to be aware that their employer will provide an eye test should it be required and provide reimbursement towards glasses as the law provides.

Archived Materials and Storage

- Adequate storage is to be provided for archived files and other combustible materials and if practicable in a location separate from office accommodation.

Lone Working

A separate policy is provided by Horsforth Town Council for Lone Working.

Risk Assessments

Risk assessments to be carried out in the following areas:-

- General risk assessment of the office and storage facility.
- Display screen equipment.
- Fire hazards, Horsforth Town Council work areas only.
- Lone working.

Policy Review

- This Policy will be reviewed and updated following any major changes in procedures, personnel or annually, whichever occurs first.

All risk assessments and training records to be kept available for inspection.

Reviewed: 27 July 2023

Review date: May 2024