



NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL HEALTH & SAFETY POLICY

1 Introduction

1.1 The Management of Health & Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks.

2 The Policy

2.1 The Town Council will

- Provide a written health and safety policy.
- Assess the risks to employees, contractors, customers, partners and any other people who could be affected by our activities. We will record significant findings in writing.
- Put arrangements in place to plan, organise, control, monitor and review the preventative and protective measures that come from our risk assessments.
- Seek access to competent health and safety advice when necessary.
- Provide information to employees about the risks in the workplace and how they are protected.
- Provide instruction and training for employees in how to deal with the risks.
- Provide adequate and appropriate supervision.
- Consult employees about their risks at work and current preventative and protective measures.

3. Policy Scope

3.1 The Policy Statement applies to Councillors, co-opted members of committees, and all officers (full time, part time, temporary and casual) who work for the Council. The term "officer" includes all types of employees of the Town Council.

4 Responsibilities

4.1 Everyone who works for the Town Council has some responsibility for ensuring the health and safety of themselves and others.

4.2 There are people with key responsibilities

- Councillors are ultimately accountable for ensuring the Town Council meets its health and safety obligations.
- The Town Clerk is responsible for
 - Keeping the council updated about health and safety responsibilities, risks and issues
 - Reviewing all health and safety procedures and related policies, in line with an agreed schedule – see appendix 1
 - Arranging health & safety training and advice for people covered by this policy

This Council adopted this Policy for Health & Safety at its meeting on

.....16/3/15.....

Signed..... Date.....16/3/15.....

Print Name...Rina Clarke.....

Position.....Mayor.....

Version No.....160315/1.....

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved	16/3/15	160315/1	Rina Clark
Reviewed	24/10/16	160315/1	Richard Edwards