



## **KESGRAVE TOWN COUNCIL**

### **Health and Safety Statement and Policy**

#### **Statement**

Council is committed to:

- identifying the principal hazards to employees and others affected by our work, and control the associated risks adequately.
- meeting the basic requirements of the Health and Safety at Work etc Act – namely to maintain, so far as is reasonably practicable, healthy and safe working conditions. For example, ensuring safe equipment and safe systems of work;
- meeting the additional health and safety requirements of the Management of Health and Safety at Work Regulations (MHSWR) 1999, including conducting risk assessments, developing emergency procedures and providing health surveillance;
- making sure that employees have the necessary competency to carry out the tasks expected of them and provide appropriate and adequate health and safety training;
- consulting employees on health and safety issues, and providing them with the necessary information, training and supervision to carry out their role without putting themselves or others at risk;
- regularly reviewing our Health & Safety Policy; and
- having the resources to achieve our commitments.

#### **Health and safety responsibilities**

The Town Clerk has the overall responsibility for deployment of this policy in day-to-day operations.

Every employee while at work must:

- take reasonable care for their own health and safety, as well as the health and safety of others who may be affected by their acts or omissions at work. In other words, employees must not put others at risk by what they do or don't do at work.
- co-operate with Council and the Town Clerk to help them to meet their obligations.

#### **Arrangements for health and safety**

Council is committed to identifying the arrangements required to manage and control the risks to the health and safety of people carrying out our activities or who might be affected by them.

These arrangements include:

- having sufficient first aiders available;
- providing and regularly refreshing first aid training;
- providing the training, information, equipment and instruction required for employees to carry out their duties safely and competently;
- providing adequate washroom facilities at both the Council Office and the Millennium Jubilee Hall;
- keeping clear lines of communication to the Town Clerk for reporting health and safety issues;
- ensuring our premises are kept tidy and free from tripping and other hazards;

- maintaining procedures for undertaking fire drills in an emergency;
- maintaining the servicing of equipment and PAT testing of electrical equipment;
- keeping procedures in place to ensure the safety of contractors, visitors and members of the public;
- maintaining catering and food hygiene procedures where appropriate;
- keeping policies and procedures for safe occupational driving; and smoking/vaping, use of drugs and alcohol;
- conducting or arranging appropriate health and safety risk assessments required for the events Council organises, its premises, land and outdoor property such as play area equipment; and
- having in place suitable access for fire and other emergencies associated with events organised and equipment managed.

Last reviewed: 02 June 2025

Next review due: 02 June 2028

(This is based on the WorkNest template provided to the National Association of Local Councils.)