

LLANTWIT FARDRE COMMUNITY COUNCIL



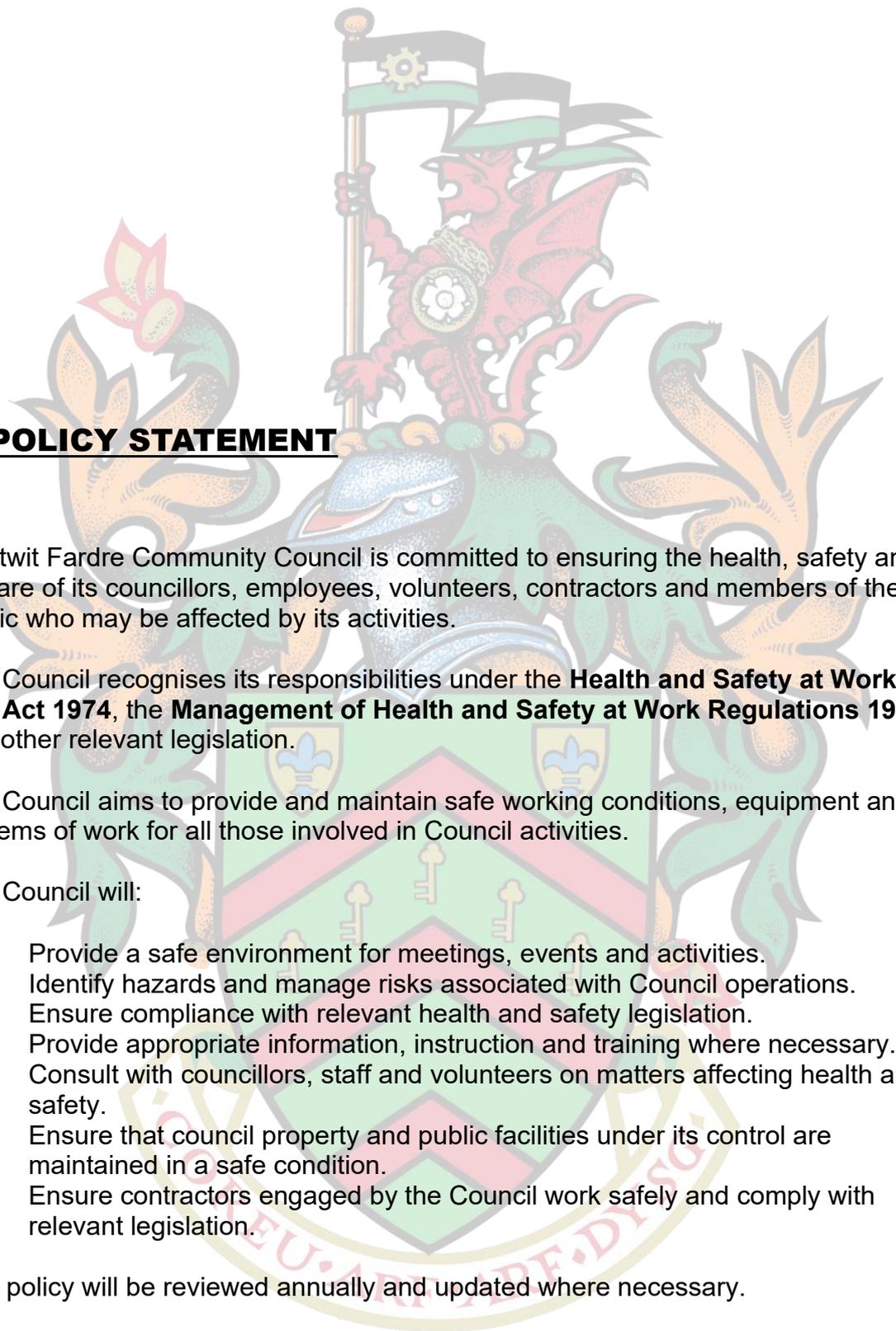
HEALTH & SAFETY POLICY

Llantwit Fardre Community Council

Health & Safety Policy

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1. POLICY STATEMENT

Llantwit Fardre Community Council is committed to ensuring the health, safety and welfare of its councillors, employees, volunteers, contractors and members of the public who may be affected by its activities.

The Council recognises its responsibilities under the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other relevant legislation.

The Council aims to provide and maintain safe working conditions, equipment and systems of work for all those involved in Council activities.

The Council will:

- Provide a safe environment for meetings, events and activities.
- Identify hazards and manage risks associated with Council operations.
- Ensure compliance with relevant health and safety legislation.
- Provide appropriate information, instruction and training where necessary.
- Consult with councillors, staff and volunteers on matters affecting health and safety.
- Ensure that council property and public facilities under its control are maintained in a safe condition.
- Ensure contractors engaged by the Council work safely and comply with relevant legislation.

This policy will be reviewed annually and updated where necessary.

Signed:

Chair of the Council: _____

Date: _____

This policy is consistent with good practice guidance issued by **One Voice Wales** and the **Society of Local Clerks (SLCC)**

2. Organisation and Responsibility

Council Responsibilities

2.1 The Community Council has overall responsibility for Health and Safety and Will;

- Ensure this policy is implemented and reviewed regularly.
- Ensure suitable and sufficient risk assessments are carried out for Council activities.
- Allocate resources where necessary to maintain safe practices.
- Ensure contractors engaged by the Council operate safely and are competent.
- Monitor health and safety matters relating to council property, land, and facilities
- Maintain appropriate insurance cover.

3. Chairperson

3.1 The Chairperson will:

- Provide leadership on health and safety matters.
- Ensure health and safety is considered in council decisions.
- Support the Clerk in implementing this policy.
- Ensure health and safety concerns raised by councillors or members of the public are addressed appropriately.

4. Clerk /Responsible Officer

The Clerk along with General Services Manager will;

- Monitor the implementation of this policy.
- Ensure risk assessments are carried out where required.
- Maintain records of accidents, incidents and near misses.
- Ensure contractors provide appropriate safety documentation, including insurance where required.
- Report significant health and safety matters to the Council.
- Arrange inspections or maintenance where necessary for council-owned facilities.

5. Councillors and Volunteers

Councillors and volunteers must:

- Take reasonable care of their own safety and that of others.
- Follow safety procedures and guidance provided by the Council.
- Report hazards, accidents or unsafe situations to the Clerk.
- Co-operate with the Council in maintaining safe practices during council activities and events.

6. Arrangements

6.1 Risk assessments

The Council will carry out risk assessments for activities including:

- Events organised or supported by the Council
- Maintenance of council-owned land, equipment or property
- Use of community facilities managed by the Council
- Volunteer activities
- Any activities which may present a risk to councillors, staff, volunteers or members of the public

Appropriate control measures will be implemented where risks are identified.

Risk assessments will be reviewed periodically or when activities change.

6.2 Accidents and Incidents

All accidents, incidents or near misses must be reported to the Clerk or General Services Manager as soon as possible.

The Clerk/ General Services Manager will:

- Record incidents in an accident record.
- Investigate where appropriate.
- Report serious incidents to the relevant authority if required under **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**.

Records will be maintained and reviewed to prevent recurrence copies of which will be stored at the Community Council Offices.

6.3 Contractors

Contractors engaged by the Council must:

- Be competent and suitably insured.
- Provide risk assessments and method statements where appropriate.
- Comply with health and safety legislation and relevant standards.

The Council will ensure that contractors do not expose councillors, staff, volunteers or members of the public to unnecessary risk.

6.4 Public Safety

The Council will ensure that:

- Public areas under its control are maintained in a safe condition.
- Regular inspections of council property and land are carried out where appropriate.
- Hazards are reported and addressed promptly.
- Appropriate signage, barriers or warnings are used where necessary.

This may include areas such as:

- Parks and green spaces
- Play areas
- Bus shelters
- Community halls
- Notice boards and other council assets

6.5 Events Organised by the Council

For council events:

- A risk assessment will be completed beforehand.
- Adequate supervision will be provided.
- Emergency arrangements will be considered.
- Appropriate insurance cover will be confirmed.
- Crowd safety and accessibility will be considered where necessary

6.6 Fire Safety

Where the Council manages or occupies buildings:

- Fire exits must always remain clear.
- Fire safety equipment must be maintained where provided.

Emergency evacuation procedures should be understood by those using the building

6.7 Lone Working

Where councillors, staff or volunteers undertake tasks alone, the Council will ensure:

- Risks are considered and assessed.
- Individuals inform someone of their location and expected return time.

Appropriate communication arrangements are in place where necessary

6.8 Training and Information

Where necessary, councillors, staff and volunteers will receive appropriate guidance or training to carry out their duties safely.

Health and safety information will be shared with those involved in council activities where relevant.

7. Review

This policy shall be reviewed Annually by the Council, or sooner if changes in legislation, guidance or operational requirements necessitate revision.

Adopted by: Llantwit Fardre Community Council

Date adopted:

Review date:

