



Morecambe Town Council

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Proper Officer: Mr Luke Trevaskis

Health and Safety Policy Adopted on 29 April 2021

1. Introduction

1.1 The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities.

1.2 The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.

1.3 Reference to employees also applies to volunteers working on behalf of the Council.

2. Objectives

The Council shall:

2.1 Provide an organisational structure that defines the responsibilities for health and safety.

2.2 Provide adequate resources to control the health and safety risks arising from our activities.

2.3 Encourage staff to identify and report hazards so that we can all contribute towards improving safety.

2.4 Maintain premises and provide and maintain safe equipment.

2.5 Provide information, instruction and supervision for employees, councillors and volunteers.

2.6 Provide adequate training and ensure that all employees, councillors and volunteers are competent to carry out their tasks.

2.7 Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.

2.8 Require all outside contractors to confirm possession of robust health and safety procedures and adhere to all health and safety legislation.

2.9 Review this policy at least annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.

3. Organisation Structure for Health and Safety

3.1 The Full Council has ultimate responsibility for health and safety.

3.2 The Council shall ensure that:

- It provides the lead in developing a positive health and safety culture through the organisation;
- All its decisions reflect its health and safety intentions;
- Adequate resources are made available for the implementation of health and safety;

- It will promote the active participation of workers in improving health and safety performance.

3.4 The Proper Officer shall ensure that:

- This policy is implemented, monitored, developed and communicated effectively;
- Adequate insurance cover is provided at all times;
- There is regular communication and consultation with staff on health and safety matters;
- Safe working practices are developed, implemented and maintained;
- Accidents, ill health and 'near miss' incidents are recorded, investigated and reported;
- Ensure that all employees receive adequate training, information and supervision to maintain safe standards.

3.5 All Council employees and volunteers are required to:

- Make themselves familiar with and conform to this policy;
- Observe safety rules at all times;
- Where required, wear protective clothing and use appropriate safety devices provided;
- Report to their line manager all accidents, injuries to persons and damage to vehicles/ plant/equipment;
- Know the location of First Aid facilities;
- Report all safety hazards as a matter of urgency to their immediate line manager;
- Know what to do in the case of fire, or other emergency and the location of fire fighting equipment;
- Maintain good housekeeping at all times;
- Observe safe standards of behaviour and dress.

4. **Fire Safety**

4.1. All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.

4.2. Fire risk assessments will be conducted when necessary.

4.3. Emergency plans, including evacuation plans, will be established for the Council Offices and any other location routinely used for Council business.

4.4. The Proper Officer is responsible for ensuring any fire safety tests and drills are logged in a records book.

5. **Review**

5.1 This policy shall be reviewed annually.