

DRIFFIELD TOWN COUNCIL

HEALTH AND SAFETY POLICY

RESPONSIBILITIES:

1. The overall and final responsibility for health and safety is that of DRIFFIELD TOWN COUNCIL.
2. Day to day responsibility for ensuring this policy is put into practice is delegated to the TOWN CLERK.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

TOWN CLERK	Office
TIDY TEAM	Depot

4. All employees have to:
 - Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety;
 - Report all health and safety concerns to an appropriate person.

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES:

1. Risk Assessments are undertaken by the TOWN CLERK.
2. The findings of the risk assessments will be reported to the MAYOR AND TOWN COUNCIL.
3. Action required to remove/control risks will be approved by the MAYOR AND TOWN COUNCIL.
4. The TOWN CLERK will be responsible for ensuring the action required is implemented.
5. The MAYOR and TOWN COUNCIL will check that the implemented actions have removed and reduced risks.
6. Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

CONSULTATION WITH EMPLOYEES:

1. All health and safety correspondence and information will be passed to employees by the TOWN CLERK.

SAFE PLANT AND EQUIPMENT:

1. The TOWN CLERK, TIDY TEAM and ANY OTHER PERSON EMPLOYED BY THE TOWN COUNCIL OR CONTRACT WORKERS will be responsible for identifying all equipment/plant needing maintenance.
2. The TOWN CLERK will be responsible for ensuring that all identified maintenance is implemented.
3. Any problems found with plant/equipment should be reported to the TOWN CLERK.
4. The TOWN CLERK will check new plant and equipment meets health and safety standards before it is purchased.

SAFE HANDLING AND USE OF SUBSTANCES:

All chemicals used by Driffield Town Council at various sites are covered by COSHH regulations and all staff are trained in their proper use.

INFORMATION, INSTRUCTION AND SUPERVISION:

1. The Health and Safety Law Poster is displayed at North Street Depot, The Town Council Office and the storeroom at Cross Hill Public Conveniences.
2. Health and Safety advice is available from the TOWN CLERK
3. The TOWN CLERK is responsible for ensuring that our employees working at locations under control of other employers are given relevant health and safety information.

COMPETENCY FOR TASKS AND TRAINING:

1. Induction training will be provided to all employees by the TOWN CLERK.
2. Job specific training will be provided by relevant bodies to all members of staff.
3. Training records are kept at the TOWN COUNCIL OFFICE by the TOWN CLERK.
4. Training will be identified, arranged and monitored by the TOWN CLERK.

ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH:

1. The First Aid boxes are kept at the TOWN COUNCIL DEPOT, the TOWN COUNCIL OFFICE and the TOILET STORE at Cross Hill Public Conveniences and in the VAN.
2. All accidents and cases of work related ill health are to be recorded in the accident book. One book is kept at the TOWN COUNCIL OFFICE by the TOWN CLERK, another at the TOILET STORE, CROSS HILL and another at THE DEPOT.
3. The TOWN CLERK is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MONITORING:

1. To check our working conditions, and ensure our safe working practices are being followed we will produce annual health and safety reports and visits reports all of which will be referred to the Personnel Committee.
2. The TOWN CLERK is responsible for investigating accidents and reporting findings to the Personnel Committee.
3. The TOWN CLERK is responsible for investigating work related causes of sickness absences and reporting to the Personnel Committee.
4. The TOWN CLERK is responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION:

1. The APPOINTED OFFICER is responsible for ensuring the fire risk assessment is undertaken and implemented.
2. Escape routes are checked every quarter by the APPOINTED OFFICER.
3. Fire Extinguishers are maintained and checked annually by the APPOINTED FIRM.
4. Alarms are tested every week by the APPOINTED OFFICER.
5. Emergency evacuation will be tested every quarter.

DTC/POLICIES/UPDATED/REVIEWED/

Last review date – 01 April 2025