



Representing and serving the communities of:

**Catbrook, Llanishen, Penallt, The Narth,
Trellech, Trellech Grange and Whitebrook**



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TUCC Health and Safety Policy

INTRODUCTION

- 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.
- The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.
- Reference to employees also applies to volunteers and councillors working on behalf of the Council.

OBJECTIVES

The Council shall:

- Prevent accidents and cases of work-related ill-health
- Manage health and safety risks in our workplace
- Provide personal protective equipment if required
- Make sure suitable arrangements are in place for employees who work remotely
- Provide adequate resources to control the health and safety risks arising from our activities.
- Encourage staff and members to identify and report hazards so that we can all contribute towards improving safety.
- Maintain premises and land holdings including playparks and provide and maintain safe equipment.
- Provide information and instruction for employees.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Carry out and review TUCC health and safety processes to identify proportionate and pragmatic solutions to reducing risk.
- Only engage contractors who are able to demonstrate due-regard to health and safety matters.
- The Council will review this policy at least annually and revise to reflect changes to the activities and any changes to legislation.
- The Council has responsibility for the health and safety of Trellech United Community Council but discharges this responsibility through the Clerk.

The Council shall ensure that:

- a. It provides a positive health and safety culture through TUC.
- b. TUC's decisions reflect its health and safety intentions.
- c. Resources are made available for the implementation of health and safety.
- d. TUC will promote the active participation of employees and Councillors in improving health and safety performance.

TUC, through the Clerk, shall ensure that:

- a. This policy is implemented, monitored, developed and communicated effectively.
- b. Adequate insurance cover is always provided.
- c. There is regular communication and consultation with staff on health and safety matters.
- d. Safe working practices are developed, implemented and maintained.
- e. Accidents, ill health and 'near-miss' incidents are recorded, investigated and reported.
 - All Councillors and employees are required to:
 - a. Make themselves familiar with and conform to this policy.
 - b. Observe safety rules at all times.
 - c. Where required, wear protective clothing and use appropriate safety devices provided.
 - d. Report to their line manager (where applicable) all accidents, injuries to persons and damage to any plant/equipment.
 - e. Know the location of First Aid facilities at the relevant location (e.g. Pelham Hall/any other meeting locations).
 - g. Know what to do in the case of fire, or other emergency and the location of firefighting equipment.
 - h. Always maintain good housekeeping.
 - i. Observe safe standards of behaviour and dress.

FIRE SAFETY

- 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.
- All employees and Councillors have a duty to familiarise themselves with the Emergency plans, including evacuation plans for any location routinely used for Council business.

CONTRACTORS AND VISITORS

- The Council shall ensure that where contractors or sub-contractors are engaged by the Council, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the Health & Safety at Work Act 1974.
- The Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risks to their safety or health when on Council premises or at events organised by or on the behalf of the Council.
- The Council shall ensure that all commercial suppliers and contractors have appropriate insurance in place to manage liabilities.

END