



# LEIGHTON-LINSLADE TOWN COUNCIL

## Policy and Finance Committee

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**Date:** 19<sup>th</sup> November 2018

**Title:** Health and Safety Policy

**Purpose of the Report:** To review the previously endorsed Health and Safety Policy to ensure it is fit for propose.

**Contact Officer:** Ian Haynes – Responsible Health and Safety Officer

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<b>Corporate Aim/s</b>	To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
<b>Implications:</b>		
<b>Financial</b>		
<b>Human Resources</b>		
<b>Operational/Service delivery</b>		
<b>Procedural/Legal</b>		
<b>Risk/Health and Safety</b>	√	Legal obligation under Section 2(3) of the Health and Safety at Work etc Act., 1974

## 1. RECOMMENDATIONS

- 1.1 Should Members be minded, to support the proposal that:-
- 1.2 To endorse the Town Council's Health and Safety Policy which has been the subject of its annual review.

## 2 BACKGROUND

- 2.1 At its meeting held on 24<sup>th</sup> April 2017, Council approved and adopted the current Health and Safety Policy. The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.

- 2.2 Under the law the Town Council is responsible for health and safety management. It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this. This means making sure that workers and others are protected from anything that may cause harm by effectively controlling any risks to injury or health that could arise in the workplace.
- 2.3 Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in the workplace. Employers must give information about the risks in the workplace and how employees are protected. This is to also include instruction and training on how to deal with risks.
- 2.4 Employers must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union.
- 2.5 All workers are entitled to work in environments where risks to their health and safety are properly controlled. Under health and safety law, the primary responsibility for this is down to employers.
- 2.6 Workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.
- 2.7 As a worker, if there are specific queries or concerns relating to health and safety in the workplace, any issues should be taken up with the employer, or a health and safety representative.

### **3 HEALTH AND SAFETY IN THE CONTEXT OF A TOWN COUNCIL**

- 3.1 The Council as a corporate body has a legal existence separate from that of its members and is subject to court proceedings. It is responsible for its actions as a body.
- 3.2 Section 2(3) of the Health and Safety at work etc., Act 1974 requires that every organisation with 5 or more employees should have a documented health and safety policy, which comprises a health and safety policy statement and details the organisation and arrangements for bringing the statement into effect. The policy must be brought to the attention of all employees and must be reviewed and revised, as appropriate.

- 3.3 As with any policy written by an organisation, the overall aim is to state what the organisation wants to achieve, who the key people are and what processes are involved to ensure correct delivery. Health and safety policies are no different.

#### **4. RECOMMENDATION**

- 4.1 The Town Council's Health and Safety Policy remains fit for purpose given that legislation is unchanged. By endorsing policy, the Town Council will have demonstrated its on-going commitment to its statutory obligations.