



Chichester City Council

HEALTH & SAFETY POLICY

GENERAL STATEMENT

1. Chichester City Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and visitors to premises and facilities under its control.
2. The Council will meet its responsibilities under the Health and Safety at Work etc Act 1974 and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Town Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
4. The health and safety policy will be appraised and updated, as and when necessary, following changes in legislation or working practices. Communication of any such changes shall be made to all those affected. A copy of this statement shall be issued to all Council employees, Councillors and contractors.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers, visitors and members of the public who may be affected by the council's activities

ORGANISATION OF RESPONSIBILITIES

1. As line manager accountable to the Council, the Town Clerk assumes the day to day responsibility of ensuring the safety policy is reviewed, maintained and adhered to.
2. Health and safety and incidents reported to the Town Clerk shall be kept under review by the Council.
3. Employees are reminded that they have a responsibility for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council to enable it to carry out its own responsibilities successfully.

4. It is the responsibility of any persons or contractor who carry out work for the Council to ensure, so far as is reasonably practicable, that nothing about the way in which they carry out their work is unsafe or a risk to health.
5. Any matter which appears to contravene the above policy should be reported at
6. once to the Town Clerk, who shall report as appropriate to the Council to take any necessary actions.
- 7. The Town Clerk shall:**
 - a. Ensure that matters of Health and Safety are regularly discussed at meetings of the Council and with employees as appropriate.
 - b. Ensure that suitable and effective risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
 - c. Ensure that work activities by the Council do not unreasonably jeopardise the Health and Safety of members of the public.
 - d. Act as the contact and liaison point for the Health and Safety Inspectorate.
- 8. Employees shall:**
 - a. Seek advice on safety and health matters from the Town Clerk or their relevant line manager in the first instance.
 - b. Comply with the instructions and procedures for safe working issued from time to time
 - c. Make proper use of protective clothing and safety equipment provided
 - d. Report immediately to the Town Clerk any defects in plant, structures, equipment or safety procedures which come to their notice
 - e. Report promptly to the Town Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or recurrence of incidents
- 9. Contractors:**
 - a. Any contractors employed by Chichester City Council shall be responsible for conducting themselves safely at all times and in complying with the Council's Health and Safety Policy.
 - b. Any work carried out shall be fully in compliance with statutory legislation and Codes of Practice to ensure the Health and Safety of their own employees and others, on and off site.
 - c. All tools and equipment that they bring onto site shall be safe and in sound working order. All necessary guards and safety devices shall be in place and necessary certificates shall be available for checking.
 - d. Any injury sustained whilst on site shall be reported to the Town Clerk or relevant Council employee as soon as possible during office hours.
 - e. All relevant electrical equipment fitted with a three pin plug shall have undergone a valid Portable Appliance Test (PAT) in accordance with HSE guidelines on electrical testing.
 - f. Contractors shall provide written risk assessments and method statements, before commencing work for or on behalf of Chichester City Council.
- 10. Users:**
 - a. Any persons who are not employed by Chichester City Council but use the Council's premises as a meeting place are responsible for ensuring, so far as is reasonably practicable, that the premises is safe and without risks to health.
 - b. Any persons who run clubs and meetings are responsible for their users' health and safety, adhering to their own and the Council's Health & Safety policy.

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