

# Health & Safety Policy

This policy was reviewed and adopted by Emersons Green Town Council Finance and Partnership Committee.

## Review

Date	Changes
4 <sup>th</sup> September 2025	Approved and adopted by Emersons Green Town Council Finance & Partnership Committee.

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## General Statement of Policy for Emersons Green Town Council

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Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, instruction, training and supervision as they need for this purpose. This policy will be reviewed in line with the schedule detailed above or in the event of a change in legislation.

In accordance with section 2 of the Health and Safety at Work etc. Act 1974, it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

The following policy statements set out the Council's commitment to Health and Safety.

Item	Policy Statement	Arrangements
<b>General Health and Safety principles</b>	<ul style="list-style-type: none"><li>• To ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees</li><li>• To ensure that the Parish Council are suitably insured.</li></ul>	<ul style="list-style-type: none"><li>• Risk Assessments to be completed wherever a need arises, or circumstances change and circulated.</li><li>• Personal protective equipment to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.</li><li>• Follow guidance with regards to manual handling avoiding hazardous manual handling wherever possible, assessing the risks and reducing the risk of injury so far as is possible.</li><li>• All persons using equipment at work or under council direction must be adequately trained.</li><li>• Persons should be competent for the work they undertake.</li><li>• Training – along with knowledge, experience and skill – helps develop such competence.</li></ul>

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<b>Equipment</b>	<ul style="list-style-type: none"> <li>To provide and maintain plant, equipment and systems of work that are safe and without risks to health</li> </ul>	<ul style="list-style-type: none"> <li>Equipment shall be stored appropriately, checked, maintained and defects addressed.</li> <li>Regular PAT testing schedule and fixed electrical testing (upon changes to electrics or at least every 7 years).</li> <li>Legionella Risk Assessment of water systems and ongoing checks.</li> </ul>
<b>Control of Substances Hazardous to Health (COSHH)</b>	<ul style="list-style-type: none"> <li>To put in place arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;</li> </ul>	<ul style="list-style-type: none"> <li>Having regard of exposure to substances.</li> <li>Consideration of COSHH Risk Assessments as appropriate.</li> <li>Reporting of all Injuries, Diseases and Dangerous Occurrences</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>To provide information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees</li> </ul>	<ul style="list-style-type: none"> <li>Employees are to be competent, suitably trained and instructed. This can be met through employees completing an initial induction, annual appraisals, and regular communication with their line manager.</li> </ul>
<b>Place of Work</b>	<ul style="list-style-type: none"> <li>To provide and maintain a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.</li> <li>To ensure that access to and egress to / from or to maintain it is safe and without such risks.</li> </ul>	<ul style="list-style-type: none"> <li>Places of work are suitably assessed for risks.</li> <li>Suitable arrangements for lone workers.</li> <li>Employees should know where to go for health and safety information and further advice.</li> </ul>
<b>Contractors and risks to non-employees</b>	<ul style="list-style-type: none"> <li>To consider the safety of non-employees including contractors and ensure contractors do not expose non- employees (e.g. visitors or members of the public) to risks to their health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure contractors are competent to undertake the work.</li> <li>Ask for references where appropriate.</li> <li>Check the type of work has been undertaken by the contractor previously.</li> <li>Request contractors have appropriate public liability insurance cover.</li> <li>Ask to see evidence of risk assessments especially where non- employees are exposed to risks.</li> </ul>

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<b>Emergency procedures</b>	<ul style="list-style-type: none"><li>• Evacuations in the event of fire or other major incidents.</li><li>• A fire risk assessment is available at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a></li></ul>	<ul style="list-style-type: none"><li>• Fire exits, and escape routes signed</li><li>• Evacuation plans reviewed and tested</li><li>• Fire Risk Assessment and Fire Safety Equipment responsibilities are in conjunction with any members or clubs using the Town Council building.</li></ul>
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This policy should be reviewed if the circumstances of the Town Council or its employees change.

<b>Health and safety law poster</b>	198 Westerleigh Road, Emersons Green, Bristol BS16 7AN (Office)
<b>First aid boxes</b>	198 Westerleigh Road, Emersons Green, Bristol BS16 7AN (located in the Kitchen)
<b>Accident Reporting / book</b>	Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">http://www.hse.gov.uk/riddor</a> (located in the kitchen)

This Policy is not exhaustive and may not cover all relevant legal provisions in detail.

The Council may seek advice from:

- NALC, CHRGS
- Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

## Additional Information

There are a number of regulations which may be relevant to support this policy. These include:

- ☒ Electricity at Work Regulations 1989
- ☒ Health and Safety at Work etc. Act 1974
- ☒ Health and Safety (First Aid) Regulations 1981
- ☒ Lifting Operations and Lifting Equipment Regulations 1998
- ☒ The Management of Health and Safety at Work Regulations 1999
- ☒ Manual Handling Operations Regulations 1992
- ☒ Provision and Use of Work Equipment Regulations 1998
- ☒ Personal Protective Equipment at Work (Amendment) Regulations 2022
- ☒ Regulatory Reform (Fire Safety) Order 2005
- ☒ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- ☒ Work at Height Regulations 2005
- ☒ Workplace (Health, Safety and Welfare) Regulations 1992