CYNGOR TREF PENMAENMAWR
PENMAENMAWR TOWN COUNCIL

HEALTH AND SAFETY POLICY
2025 – 26

1. Introduction

Penmaenmawr Town Council (PTC) recognises its corporate responsibility for the Health, Safety and Welfare of its Employees and for all activities under its remit which may affect service users and others (for example members of the public, contractors and Councillors)

2. Scope

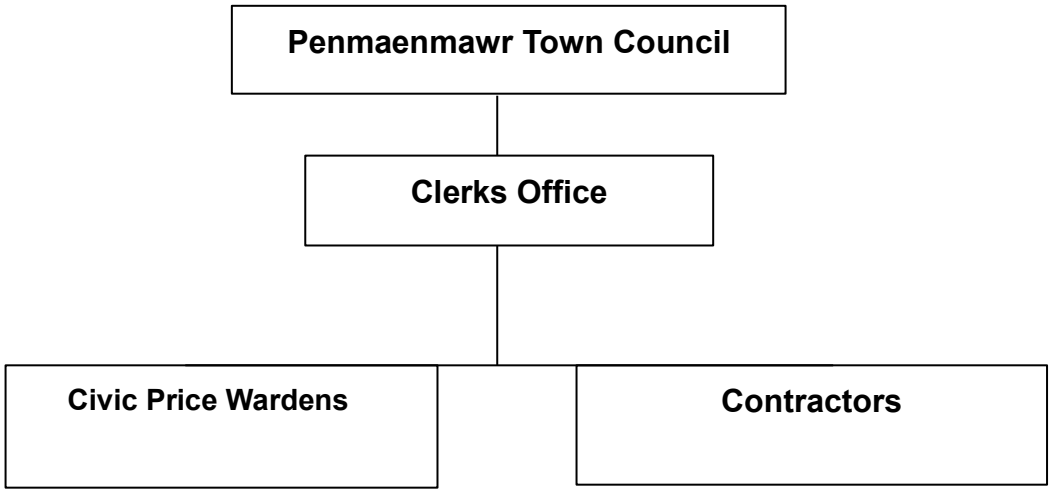
All Council employees, service users, contractors and other persons affected by the Council's operations and facilities

3. General Intentions of the Health & Safety Policy

The Council will:

3.1 Promote a positive health, safety and welfare culture throughout the organisation.
3.2 Promote clear channels of communication for health, safety and welfare between all departments
3.3 Provide and maintain safe and healthy working conditions.
3.4 Provide adequate control of risks arising from work activities
3.5 Provide Personal Protective Equipment (PPE) as required.
3.6 Consult employees on matters affecting their Health & Safety
3.7 Make contractor & service users aware of the Council's policy and needs
3.8 Ensure safe handling and use of substances
3.9 Provide information, instruction, training and supervision for all employees
3.10 Ensure employees are competent to perform their tasks and provide adequate training
3.11 Investigate accidents and cases of work-related ill health
3.12 Commit to continuous improvement of Health & Safety with regular reviews and auditing
3.13 Comply with legal requirements and internal Health & Safety standards
3.14 Make Health & Safety integral to all business processes, planning and decision making
3.15 Review the Policy annually, or when changes in circumstances dictate, to ensure validity.

Organisation Structure:



4. Responsibilities

PTC is responsible for ensuring an effective Health & Safety management system is in place and the Town Clerk and Deputy Town Clerk have operational responsibilities. Employees MUST participate actively in, and accept individual responsibility for health, safety and welfare matters and work with the Council to ensure legal and policy compliance. It will ensure

4.1 That all employees and other persons are aware of about risks and dangers arising from their work, introduce measures to reduce or get rid of these risks and give procedures about what to do if faced with risk or danger

4.2 Investigation into the health and safety consequences of introducing new technology or equipment before doing so.

4.3 That the Employers Liability Insurance Certificate, and Health & Safety Law Poster is displayed in all departments

4.4 That the Health & Safety Policy is available at www.penmaenmawr.org

4.5 That there is provision of training and supervision

4.6 That the required PPE is provided

The Clerks office will ensure:

4.7 That its premises are legally compliant with the Disability Discrimination Act of 2005 (DDA) and the relevant fire regulations.

4.8 That any work carried out in council buildings are carried out by competent subcontractors.

4.9 That its premises are regularly inspected for hazards and there is annual testing of electrical appliances, and fire-fighting equipment.

4.10 That assurances are sought from the landlord that the premises have been surveyed for the presence of asbestos containing materials and that reports on these are communicated to the Town Clerk.

4.11 That possible exposure to work related stress is recognised and the following will be monitored:

4.12

- workload and travel time
- working hours
- staff ratios and skill sets
- re-entry after sick leave
- training needs
- bullying and harassment
- communication.

4.13 Periodic checks are carried out to ensure that safety standards are being maintained. The audit report will be submitted to the Governance and Finance Committee for any action on problems identified.

4.14 To make recommendations for policy changes/review, ensure adequate funding for training and respond to any health and safety matters of concern.

4.15 That reports are made to the Council at the next possible meeting relating to matters of concern, including incidents as defined by RIDDOR (2013) as major injuries, seven-day injuries, fatalities, or dangerous occurrences. These incidents will be reported for investigation to the Health & Safety Executive within 10 days via: Make a RIDDOR report - Overview - HSE

4.16 The council, or any relevant committee, is adivised of any necessary changes to risk assessments/work environment and to take account of special circumstances i.e. an employee's particular welfare needs e.g. pregnancy.

4.17 New employees are aware of the Council's Health & Safety Policy and possible risks.

4.18 That any young people under the age of 18, including children aged between 13 and the minimum school leaving age on work experience schemes, are treated as employees with the same Health & Safety protections and will carry out specific risk assessments to ensure their welfare. The Clerk will inform the parental guardians of the key findings of the risk assessments and the control measures put in place. The Clerk will record details of those risk assessments, training and information provided to the young person, a record of their competence levels, a record of communication with the parental guardians.

4.19 That she/he assesses risks to employees from lone working and take measures to control these risks.

4.20 They consult with employees on matters affecting them relating to Health & Safety i.e. Changes in procedures, equipment or ways of working are implemented.

4.21 That arrangements for training or engagement of competent people to fulfil the Council's legal obligations

4.22 That the employees know to report any tools or equipment, including PPE, that is defective to the Clerks Office.

5. All Employees will:

5.1 Ensure their own safety and observe the risk assessments.

5.2 Wear the PPE provided by the Council

5.3 Observe the Council's NO SMOKING rule on council premises.

5.3 Report areas of concern, injuries or damage, however minor to the Clerks Office.

5.4 Ensure that their work area is kept clear and free of trip & slip hazards
5.5 Maintain a clean, clutter-free and hygienic workspace

5.6 Familiarise themselves with fire evacuation procedures, how to raise the alarm, location of fire exits, how to use fire-fighting equipment, assembly point.

5.7 Communicate the Council's Policy to any sub-contractors they are working with.

5.8 Regularly inspect any new portable electrical equipment for damage and ensure that sockets are not overloaded. (No secondhand equipment or non council equipment is to be used that has not been checked to comply with UK or EC product safety standards)

5.9 Report any ill-health which may affect the way they work

6. Employees will NOT:

6.1 Operate any machinery, equipment or vehicle unless they have been adequately trained and authorised to do so.

6.2 Operate any machinery, equipment or vehicle whilst under the influence of alcohol or mood-altering drugs (prescribed or unprescribed)

6.3 Modify any equipment or electrical appliances.

7. Contractors are required to:

7.1 Hold their own public liability insurance up to £5,000,000.

7.2 Comply with the Town Council's risk assessments as a minimum.

7.3 Ensure that their employees are competent and vetted appropriately and provide supervision where required.

7.4 Ensure that they have their own Health & Safety Policy in place to protect their employees.

7.5 Communicate any high-risk activities to the Clerks Office so that a further assessment of risk may be made.

7.6 The Council retains the right to stop any operation, plant or equipment, or the actions of any contractor employees if it is considered that there is a hazard to the safety and health of employees or others.

8. The Council will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving the contractor or their employees.

Peter Davis

Town Clerk and RFO

Reviewed By	**Date**	**Date Next Review**
Peter Davis - Town Clerk	**11th May 2025**	**March 2026**