



## **RHAYADER TOWN COUNCIL HEALTH AND SAFETY POLICY**

### **Introduction and Scope**

The Management of Health and Safety at Work Act 1974 requires employers to put in place arrangements to protect the Health and Safety of its employees and others who may be affected by its activities.

Reference to employees encompasses employees, Councillors, Co-opted members of committees and Volunteers working on behalf of the Council.

Rhayader Town Council recognises and accepts its responsibilities as an employer and will provide, so far as is reasonably practicable and foreseeable the resources necessary to fulfil its obligations under this Act.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

### **Objectives**

#### **The Council shall:**

- Provide a safe place of work and working environment
- Provide adequate resources to control the Health and Safety Risks arising from its activities
- Encourage employees to identify and report hazards so actions can be taken to mitigate against the risks
- Maintain premises and provide and maintain safe plant and equipment where necessary
- Provide information, instruction and supervision for employees
- Provide adequate training and ensure that all employees are competent to carry out their duties
- Carry out and regularly review risk assessments and communicate findings to those who may be affected.
- Nominate a Councillor to assist the Clerk as required in fulfilling their responsibilities. For the year 2025-2026 the nominated councillor is Cllr James Stuart with support from Cllr Owain Harries

#### **Responsibilities:**

The full Council is ultimately accountable for ensuring it meets its Health and Safety obligations but it implements arrangements through the Clerk, Committee Chairs and the nominated Councillors.

#### **All employees are required to:**

- Cooperate fully with the aims and requirements of the Health and Safety Policy and arrangements and follow required procedures.
- Take reasonable care of their own health and safety, to use appropriate Personal Protective Equipment as directed
- Take reasonable care of the Health and Safety of other people who may be affected by their activities
- Report any potential hazards or concerns as a matter of urgency to the Clerk or Committee Chair
- Report any accidents or incidents as a matter of urgency to the Clerk or Committee Chair
- Only use equipment approved by the Council and according to manufacturer's instructions
- Know what to do in the event of a fire or other emergency

**The Clerk will:**

- Assist the Council in ensuring adequate resources are in place to satisfy the requirements of this Policy
- Ensure this Policy is implemented, monitored and communicated effectively
- Ensure adequate Insurance cover is in place
- Assist Councillors to carry out Risk Assessments and help ensure mitigation measures and controls are implemented and communicated.
- Ensure there is regular communication with employees on Health and Safety matters
- Ensure all employees receive adequate training, information and supervision.
- Ensure accidents or “near miss” incidents are recorded and investigated fully.

**Contractors:**

The Council shall ensure that where Contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them to ensure they comply with their responsibilities and duties of the Health and Safety at Work Act 1974

Dependant on the scope of works either the Council Chair or the appropriate Committee Chair will be responsible for communicating this requirement to any Contractors engaged by the Council.

Contractors appointed by the Council will have adequate Public Liability Insurance Cover in place.

**Policy Review:**

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation or any changes made by the Council
- Following any issues or concerns raised with the Council
- In all other circumstances, annually.

Last review: August 2025