

To be reviewed annually



HEALTH & SAFETY POLICY

Created: 12.12.2025

Review: 18.05.2026

HEALTH & SAFETY STATEMENT OF INTENT

Denbigh Town Council recognises that Health & Safety is an integral part of its management function. We consider it a primary responsibility and key to good business by adopting appropriate Health & Safety Standards.

We acknowledge and accept the responsibility to conduct our operations in a manner that fulfils our legal obligations. The well-being of elected members, employees, and volunteers is paramount.

The core principle of this policy is to promote employee well-being by developing safe working systems and preventing occupational accidents and ill health.

To achieve this, we will:

- Develop safe working systems.
- Identify workplace hazards.
- Eliminate or control risks.
- Implement effective planning, organisation, control, monitoring, and review of health and safety measures.

Lines of Responsibility

The responsibility for ensuring health, safety, and welfare lies with the council. Elected members, employees, and volunteers are obligated to cooperate in developing and applying control measures, ensuring their own safety and that of others, and reporting any defects to the Town Clerk or responsible person.

Signed:

SPECIFIC RESPONSIBILITIES

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Overall Responsibility

The Mayor & Town Clerk hold the final responsibility for health and safety.

Operational Responsibility

The Town Clerk is responsible for day-to-day health and safety management.

Responsibilities of Employees and Others

All elected members, employees, and volunteers must:

- Comply with this policy and safety rules.
- Report any safety hazards or malfunctioning equipment.
- Follow all written and verbal safety instructions.
- Dress appropriately for their work environment.
- Conduct themselves in an orderly manner and avoid horseplay.
- Use all provided safety equipment and protective clothing.
- Refrain from any unsafe improvisations.
- Maintain equipment in good condition and report defects.
- Report all incidents, accidents, and near misses.
- Attend relevant health and safety training.
- Follow fire evacuation procedures.

COMMUNICATION & TRAINING

All elected members, employees, and volunteers will receive necessary training and instruction on health and safety compliance. Training records will be maintained.

Contractors, clients, and stakeholders are informed of our commitment to Health & Safety, with access to our policies via our website. Any major changes will be communicated accordingly.

CONSULTATION WITH EMPLOYEES & OTHERS

Employees and volunteers are consulted on health, safety, and welfare matters. This includes:

- Formal training sessions and regular updates.

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- Written guidance materials.
 - Consultation during risk assessments.
 - Quarterly safety committee meetings for issue resolution.
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WORKPLACE SAFETY

Reporting Workplace Hazards

- Report workplace-related ill health symptoms as soon as possible.
 - Any reported hazards will be investigated and corrective actions implemented.
 - Employees will be consulted on changes to work practices.
 - Unresolved concerns can be addressed through the Grievance Procedure.
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RISK ASSESSMENTS

Risk assessments are conducted by competent persons to identify and mitigate workplace risks.

- Assessments cover workplace environment, equipment, and procedures.
 - Findings are documented and reviewed annually or upon significant changes.
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INFORMATION & TRAINING

Health and safety training is provided:

- At recruitment.
- When new risks are introduced.
- Upon job transfers or new responsibilities.
- When new equipment or systems of work are introduced.

Training includes:

- Health and safety risks.
 - Reporting procedures.
 - Emergency protocols.
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FIRST AID & ACCIDENT REPORTING

First Aid Facilities:

- Available to all members, employees, volunteers, and visitors.
- Clearly marked first aid boxes maintained by the Town Clerk.
- Contents replenished after use.

Accident Reporting:

- All incidents recorded in the **Accident Book**.
 - Periodic reviews of records to ensure effectiveness.
 - Accidents investigated by a responsible person or external expert.
 - **RIDDOR-reportable incidents** are addressed within 24 hours and formally investigated.
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YOUNG PERSONS/WORK EXPERIENCE PLACEMENTS

A young person (under 18) is at risk due to inexperience and lack of awareness. Risk assessments will:

- Identify and mitigate potential risks.
 - Provide full induction before allowing work on site.
 - Cover emergency procedures, fire safety, first aid, and accident reporting.
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FIRE SAFETY

- Employees receive fire procedure training.
 - Fire procedure notices are displayed throughout premises.
 - Basic fire prevention measures are taught.
 - Fire safety planning and drills are overseen by the **Town Clerk**.
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SAFEGUARDING

The council ensures young and vulnerable individuals are protected from health and safety risks caused by inexperience, disability, or lack of awareness.

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HAZARDOUS SUBSTANCES

- Flammable and hazardous substances must be handled, stored, and used according to manufacturers' instructions.
- Storage must prevent contact with combustible materials.
- **COSHH (Control of Substances Hazardous to Health) Regulations** require annual hazard recognition and risk assessment by trained personnel.

This policy will be reviewed annually.

Next review date – May 2027