



PREESALL TOWN COUNCIL HEALTH AND SAFETY POLICY

Preesall Town Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees and Town Councillors. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

Preesall Town Council is committed to ensuring the Health, Safety and Welfare of its employees. Whether they are temporary, casual, permanent or part time the level of commitment towards health and safety is the same.

Preesall Town Council has a number of written policies and procedures in place to ensure its employees are able to work in the safest possible way and are working in line with relevant Health and Safety legislation and regulations.

In accordance with the Health and Safety at Work etc Act 1974, **Preesall Town Council recognises and accepts its duty as an employer to take all practicable and reasonable steps to:**

- Provide and maintain plant and systems of work that are safe and without risk to health. Plant includes any machinery, equipment or appliances including portable power tools and hand-held tools
- Ensure that the use, handling, storage and transportation of articles and substances is safe and without risk
- Provide sufficient information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, Councillors, members of the public, contractors and volunteers are provided so they are able to carry out their work safely and to provide specific health and safety related training as required.
- Ensure all workplaces are safe and healthy and will maintain safe means of entry and exit at all times
- Ensure workplace environments do not adversely impact on the health, safety or wellbeing of employees. This includes the provision of adequate welfare facilities.
- Provide and maintain procedures for consultation with employees and their representatives regarding matters to ensure and improve good health and safety practice.

- That its work, in all its forms, is done in ways so that members of the public are not put at risk.
- That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
- The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, where appropriate.
- All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

The Council intends to ensure this by:

- Acknowledging health and safety as an agenda item equal to all other agenda items at a strategic and operational level
- Introducing a health and safety management framework that clearly defines the Council's health and safety requirements and identifies those responsible for implementation of those requirements
- Providing competent persons and adequate resources to advise and assist those responsible for implementation of the Council's health and safety requirements
- Developing, implementing and reviewing annual health and safety action plans in line with organisational objectives and legislative requirements
- Ensuring the procurement of goods and services fully comply with health and safety legislation and any other relevant standards
- Ensuring the availability of relevant health and safety training
- Actively promoting and reinforcing a positive culture regarding all health and safety issues
- Adopting the ethos of continual improvement in all matters relating to health, safety and welfare
- Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

Preesall Town Council adopts the view that line managers are best placed to have primary responsibility for ensuring the safe working conditions for employees in their control. Whilst the Council acknowledges its managerial responsibilities regarding matters of health, safety and welfare, the effectiveness of this policy relies on the active participation and cooperation of all stakeholders. (councillors, employees, contractors, partners, members of the public, and members of partner organisations)

All employees (including contractors) of Preesall Town Council are responsible for:

- Ensuring, at all times, their own health and safety and that of any other person who may be affected by their actions or failings. Complying with relevant instructions, procedures and safe systems of working will help in ensuring this
- Ensuring they do not intentionally or recklessly, misuse or interfere with anything provided to carry out their duties in the interest of health, safety or welfare, whether plant, equipment or systems of work
- Using any equipment or items provided in the interest of health and safety in accordance with instructions and legal obligations and reporting any defects in such equipment or items
- Cooperating with the Council in any matters aimed at meeting current health and safety legal obligations
- Reporting all work-related incidents, accidents and ill-health in accordance with Council procedures and assisting as required in subsequent investigations

A copy of this policy is provided to all employees and will be reviewed either annually or following significant change (e.g. operational or legislative) or the identification of failings.

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