



# **HEALTH AND SAFETY POLICY**

## **HEALTH AND SAFETY AT WORK ETC ACT 1974**

**CITY OF ELY COUNCIL  
SESSIONS HOUSE  
LYNN ROAD  
ELY  
CAMBS CB7 4EG**

### **General Policy Statement**

The policy of the City of Ely Council is to provide and maintain working conditions, equipment and systems of work, which are safe and healthy for all our employees, and to provide information, training and supervision sufficient to maintain satisfactory health and safety conditions. We also accept responsibility for health and safety of persons other than our employees who may be affected by our activities.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.

Our policy will be revised in the light of changes in circumstances of our business or amendments in the law. The effectiveness of this policy will be annually reviewed and updated.

Reviewed and amended 9th March 2020

Signed ..... Chairman of the Council  
Cllr M Rouse

Date: .....

## Organisation

1. Overall and final responsibility for health and safety in the organisation is that of:

Chairman of the Council

2. Day-to-day responsibility for ensuring implementation of this policy is that of:

The Clerk to the Council

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<u>Name</u>	<u>Area</u>
Recreation and Cemetery Committee Chairman	Recreation & Cemetery
Environment Committee Chairman	Environment
Christmas Lights Committee Chairman	Christmas Lights
Personnel, Finance & Governance Committee Chairman	Personnel, Finance & Governance
Assets & Acquisitions Committee Chairman	Assets & Acquisitions
Tourism & Town Centre Committee Chairman	Tourism, OCH & City Centre
Youth Forum Chairman	Youth Activities

4. **All employees are required to:**

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided in the interest of health and safety
- To follow all rules and guidance procedures
- To take care of their own health and safety and be aware of other persons who could be affected by their actions
- Report all health and safety concerns to an appropriate person
- Not enter restricted areas
- Not use equipment for which suitable and adequate training has not been received

5. The responsibility for consulting with employees on matters of health and safety is with:

The Clerk to the Council

## **ARRANGEMENTS**

### **Information, Instruction, Training and Supervision**

- The Health and Safety law poster is displayed at/leaflets are available from  
The City of Ely Council Offices, Sessions House, Lynn Road, Ely and Ely Cemetery, Beech Lane, Ely / HSE
- Health and Safety advice is available from  
East Cambs District Council and HSE – [www.hse.gov.uk](http://www.hse.gov.uk) or 0845 3450055
- When working at locations that are under the control of others, health and safety information will be provided by:

The appropriate organisation

### **Competency for Tasks and Training**

- Induction training will be provided for all employees by:  
The Clerk to the Council or Immediate Line Manager
- Specific jobs requiring special training will be arranged by  
the Clerk to the Council or Immediate Line Manager
- Training records are kept at/by  
The City of Ely Council Offices/ by the Clerk to the Council
- Training will be identified, arranged and monitored by  
The Clerk to the Council, Committee Chairman or the Immediate Line Manager

## **Accidents, First-Aid and Work-Related Ill Health**

- All staff are trained first-aiders, apart from a small amount of casual staff. Managers must ensure that there is a trained first aider on duty at all times.

All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by/at

Office and Recreation incidents – The Clerk/The City Council Offices  
Rec & Cemetery and Estates incidents – The Cemetery offices  
Maltings incidents – The Maltings offices  
OCH and Tourism – OCH offices

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority/Incident Contact Centre is:

The Clerk to the Council

- All accidents will be investigated by:

A Health and Safety Working Party comprising 3 out of 5 appointed councillors

- All cases of work related sickness absence will be investigated by:

A Health and Safety Working Party comprising 3 out of 5 appointed councillors

## **Safe Plant and Equipment**

- All equipment requiring routine maintenance will be identified and effective maintenance procedures drawn up and implemented by:

Recreation & Cemetery equipment – Estates Manager  
Maltings equipment – Venue Manager  
OCH and Tourism – Tourism & Town Centre Manager

- Any faults or concerns regarding equipment should be reported to:

The immediate Line Manager/The Clerk to the Council

- New plant and equipment will be checked to ensure that it meets health and safety requirements before it is purchased by:

Recreation & Cemetery and Estates equipment – Estates Manager  
Maltings equipment – Venue Manager  
OCH & Tourism equipment – Tourism & Town Centre Manager

## **Control of Substances Hazardous to Health (COSHH)**

- All substances requiring a COSHH assessment will be identified by:  
  
Recreation & Cemetery and Estates – Estates Manager  
Maltings – Venue Manager  
OCH – Tourism & Town Centre Manager
- COSHH assessments will be carried out, monitored and reviewed by:  
  
Recreation & Cemetery and Estates– Estates Manager and appointed Councillor  
Maltings – Venue Manager  
OCH – Tourism & Town Centre Manager
- All actions identified as necessary in the assessments will be implemented and monitored by:  
  
Recreation & Cemetery and Estates – Estates Manager and appointed Councillor  
Maltings – Venue Manager  
OCH – Tourism & Town Centre Manager
- All employees will be informed and trained about relevant use of hazardous substances by:  
  
attending appropriate training courses

## **Risk Assessments**

- Risk assessments for existing and new activities will be undertaken by:  
  
The appropriate staff member
- The findings of the risk assessments will be reported to:  
  
The appropriate Committee/Working Party
- Responsibility for ensuring the action required in the risk assessments is implemented lies with:  
  
The appointed councillor for the appropriate Committee/Working Party
- Assessments will be monitored and annually reviewed by:  
  
The Clerk to the Council

## **Emergency Procedures – Fire and Evacuation**

- Information and training in emergency procedures, fire and evacuation to be provided by:

The Clerk to the Council and appointed training advisor

- Records of training to be kept by:

The Clerk to the Council

- Escape routes are checked by:

The appropriate member of staff

- Fire extinguishers are maintained and checked by:

The appointed contractor / annually

- The fire alarm is a continuous ringing sound

- Alarms are tested by:

The appointed contractor / annually

- Emergency evacuation will be annually tested, monitored and reviewed by:

The appropriate member of staff

Reviewed and amended 9th March 2020

Signed ..... Chairman of the Council  
Cllr M Rouse