

Beccles Town Council

Health & Safety Policy

Relevant Legislation	Health and Safety at Work Act 1974
	Public Health Act 1936
	The Management of Health and Safety at Work Regulations 1999
	The Health and Safety (First-Aid) Regulations 1981
	The Management of Health and Safety at Work Regulations 1999
	Occupiers Liability Acts 1957 and 1984
	The Health and Safety (Safety Signs and Signals) Regulations 1999

Link to Government Guidance	https://www.hse.gov.uk/services/localgovernment/index.htm
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Version History and Approval			
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Table of Contents

1.	PART 1 – Statement of Intent	3
2.	PART 2 – Responsibilities for Health & Safety	3
2.1	Overall Responsibility	4
2.2	Roles and Responsibilities	4
3.	Part 3 – Arrangements for Health & Safety	5
4.	Part 4 – Monitor and Review	7

1. PART 1 – Statement of Intent

Beccles Town Council is committed to promoting a safe, healthy, and secure environment for all employees, councillors, contractors, visitors, and members of the public who may be affected by our activities. Our health G safety policy demonstrates our dedication to:

- **Compliance with Health, Safety, and Public Health Legislation:** We adhere to the Health and Safety at Work Act 1974, the Public Health Act 1936, the Occupiers Liability Acts 1957 and 1984, and The Health and Safety (Safety Signs and Signals) Regulations 1999, among other relevant regulations, to ensure safe working conditions, protect public health, and maintain safe premises.
 - a. **Health and Safety at Work Act 1974:** Outlines our responsibilities to manage health G safety risks for employees, contractors, and the public.
 - b. **Public Health Act 1936:** Underlines our commitment to maintaining public areas in a sanitary and safe condition, managing nuisances, and addressing public health concerns within council-controlled spaces.
 - c. **Occupiers Liability Acts 1957 and 1984:** Ensures that all council premises are safe for use by employees, contractors, and the public.
 - d. **The Health and Safety (Safety Signs and Signals) Regulations 1999:** Mandates clear and compliant signage to inform individuals of hazards, emergency routes, and safety instructions.
- **Prevention of Accidents and Ill Health:** We aim to prevent workplace accidents, incidents, and cases of work-related ill-health through proactive safety measures and rigorous risk management.
- **Effective Risk Management and Public Health Safeguards:** Regular risk assessments, inspections, and health checks are conducted to address potential hazards in all council- managed facilities, ensuring public health standards are met as per the Public Health Act 1936.
- **Clear Communication, Training, and Competency:** We provide thorough instructions, health G safety information, and adequate training to all employees and contractors to ensure they are competent in their roles and fully aware of safe working practices.
- **Provision of PPE and Safety Equipment:** Appropriate personal protective equipment (PPE) and safety equipment are provided, maintained, and checked for compliance to protect employees and contractors.
- **Regular Review and Continuous Improvement:** This policy is reviewed annually and updated as necessary to reflect any legislative changes, operational adjustments, or lessons learned from health G safety incidents.

2. PART 2 – Responsibilities for Health & Safety

2.1 Overall Responsibility

The Town Clerk is the designated officer responsible for overseeing health & safety within Beccles Town Council and Beccles Fenland Trust, ensuring compliance with all relevant legislation, including the Health and Safety at Work Act 1974, Public Health Act 1936, and other applicable regulations. The Town Clerk ensures that policies, risk assessments, and procedures are implemented, reviewed, and updated as required.

2.2 Roles and Responsibilities

Town Clerk:

- Acts as the primary officer for health & safety, responsible for the overall management of health & safety policies and practices.
- Ensures compliance with health, safety, and public health legislation across all council operations.
- Oversees the development, maintenance, and review of health & safety policies, risk assessments, and procedures annually or as conditions change and ensures that the documents are presented to councillors for approval.
- Acts as the main point of contact for health & safety matters in the Town Hall and provides support to the Deputy Town Clerk for other sites.

Deputy Town Clerk:

- Responsible for day-to-day health & safety management at Blyburgate Hall and for council staff working outside the Town Hall.
- Manages the creation and maintenance of risk assessments specific to Blyburgate Hall, outdoor areas, and public spaces, ensuring compliance with the Public Health Act 1936.
- Coordinates incident follow-ups, including investigations of any significant incidents or health & safety concerns, and manages RIDDOR reporting as required.
- Ensures that public areas under council management, such as parks and recreational spaces, are safe, well-maintained, and meet sanitary standards.

Councillors:

- Review and approve health and safety policies, risk assessments and procedures, based on recommendations from Town Clerk and Deputy Town Clerk.
- Promote a culture of health, safety, and public health awareness within the council.
- Support the implementation of health & safety initiatives and report any hazards or unsafe conditions encountered during council activities or within public spaces.
- Assist in maintaining compliance with the Public Health Act 1936 and other legislation by advocating for safe and sanitary conditions in council-managed spaces.

Employees:

- Familiarise themselves with this Health & Safety Policy, related procedures, and all relevant risk assessments.
- Co-operate with managers and health & safety representatives on health & safety matters, including adhering to safe working practices, wearing suitable PPE as required, and attending mandated training sessions.
- Take reasonable care of their own health & safety and that of others who may be affected by their actions or omissions.
- Report all health & safety incidents, hazards, and concerns promptly to their line manager, the Town Clerk, or the Deputy Town Clerk, as appropriate.

Contractors and Subcontractors:

- Must adhere to Beccles Town Council's health & safety policies and complete any required site-specific inductions, including reviewing relevant risk assessments.
- Are responsible for ensuring that they and their employees are trained, competent, and equipped to carry out their tasks safely.
- Comply with the Occupiers Liability Acts 1957 and 1984 by maintaining safe working practices and minimising risks to the public while working on council premises.
- Immediately report any incidents, hazards, or safety concerns to the Deputy Town Clerk or site manager.

Visitors and Members of the Public:

- Expected to follow any health & safety instructions or guidelines displayed on council premises, especially in areas where public access is permitted.
- Encouraged to report any hazards or unsafe conditions they observe in council-managed areas to a council representative.

3. Part 3 – Arrangements for Health & Safety

Risk Assessments

- We will conduct comprehensive risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999**. These assessments will identify potential hazards, implement necessary controls, and ensure a safe working environment across all council-managed sites, including public spaces.
- Risk assessments will be reviewed annually, or whenever there is a significant change in working habits, conditions, or legislation to ensure they remain current and effective.

Training for Staff

- **Health & Safety Induction:** All staff will receive a thorough health & safety induction upon joining the council to familiarise them with our safety policies, emergency procedures, and specific site hazards.
- **Ongoing Training:** We will provide appropriate health & safety training for all staff, including fire safety, first aid, manual handling, and any specific training required for high-risk tasks. Training will be refreshed regularly to maintain high safety standards.
- **Provision of PPE:** Suitable personal protective equipment (PPE) will be provided to staff as needed, in line with the **Personal Protective Equipment at Work Regulations 1992**. Staff will receive instruction on the correct use, maintenance, and storage of PPE.
- **Remote Workers:** We will ensure that suitable arrangements are in place for staff who work remotely, including the provision of relevant training, risk assessments, and ergonomic advice to minimise health risks associated with remote work.

Sub-contractors

- **Induction and Risk Assessments:** We will provide sub-contractors with a health & safety induction for our premises and any relevant risk assessments needed to carry out their work safely.
- **Verification of Training:** The council will verify that all sub-contractors have received the necessary training for their roles and are competent to perform the work they are employed to do, in compliance with the **Provision and Use of Work Equipment Regulations 1998 (PUWER)**.
- **Ongoing Monitoring:** Sub-contractors are expected to follow council health & safety procedures and report any hazards or incidents immediately. The council will monitor sub-contractors' adherence to safety protocols to ensure safe practices are maintained on council property.

Consultation

- **Routine Consultation:** We will consult staff regularly on health & safety matters as they arise, providing opportunities to voice concerns and suggest improvements.
- **Formal Reviews:** Formal consultations will occur as part of the annual health & safety review process. Staff and councillors will be encouraged to participate in reviewing and updating health & safety policies to ensure they meet current needs and legislation.

Evacuation Procedures

- **Clear Signage and Access:** We will ensure that all escape routes are well signed and kept clear at all times, in line with the **Health and Safety (Safety Signs and Signals) Regulations 1996**. Regular checks will be conducted to confirm that emergency exits are unobstructed and accessible.
- **Evacuation Drills:** Evacuation plans will be tested periodically, and staff will participate in drills to familiarise themselves with emergency procedures. Plans will be updated as necessary to reflect any changes in building layout, occupancy, or operational needs.

- **Fire Safety Compliance:** We will comply with the **Regulatory Reform (Fire Safety) Order 2005** to ensure effective fire prevention and emergency evacuation procedures are in place for all council premises.

Specific Health & Safety Obligations

- **Display Screen Equipment (DSE) Regulations:** In accordance with the **Working with Display Screen Equipment Regulations 1992**, the council will provide free eye tests for staff who are regular DSE users. If an eye test indicates that an employee needs special glasses specifically prescribed for DSE work, the council will cover the cost of these glasses.
- **Public Health Compliance:** The council is committed to maintaining public spaces and facilities in a sanitary and safe condition, in line with the **Public Health Act 1936**. This includes regular inspections of public areas and timely action to address any health hazards or nuisances.

4. Part 4 – Monitor and Review

A formal review will be completed every year by Beccles Town Council Clerk. However, changes may be made at any time if a need arises, such as changes in legislation or to take account of any feedback received.

Beccles Town Council Health and Safety at Work Policy approved by Full

Council Date: 7/4/26

Signed: B. Jarch
Town Mayor

Date: 7.4.2026

Signed: PA GH
Town Clerk

Date: 7/4/26

Policy Review Date: April 2027