



Matlock
TOWN COUNCIL

HEALTH, SAFETY & WELFARE POLICY

ADOPTED BY MATLOCK TOWN COUNCIL

20/04/2026

Minute Number: **CC537/2026**

HEALTH, SAFETY AND WELFARE POLICY

POLICY STATEMENT AND DECLARATION

The Members of Matlock Town Council hereby give notice of their acceptance of responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of all Employees, Contractors, Visitors and Users of Premises, and others who may be affected by the Council's activities, and declare their intention to meet the requirement of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1992 and all other relevant statutory provisions.

OBJECTIVES

The Members of Matlock Town Council's objectives in this respect are to:

1. Provide and maintain workplaces which are, so far as is reasonably practicable, without risk to the Health and Safety of any Employee, Contractor, Visitor or User of Premises.
2. Provide a working environment of a standard which will ensure, so far as is reasonably practicable, the Health and Safety of its Employees and other persons who are likely to be affected by the Council's activities.
3. Assess the Risks to the Health and Safety of Employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to Employees, Contractors and Users of Premises.
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council.
7. Promote the instruction and training of employees in matters of Health and Safety, to enable them to recognise and avoid hazards at work.
8. Inform Employees, Contractors, Visitors and Users of Premises of the risks associated with its work activities by means of notices and instructions and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that Employees are informed of their obligation in respect of its use.

10. Provide First Aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all Employees, Visitors and others allowed access to the Council's premises.
11. Institute a procedure for the recording of all accidents and instances of ill health occurring because of the Council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of Employees whilst at work.
13. Advise all Employees, Contractors and Users of Premises of their obligations in Health and Safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
14. Establish an organisation with responsibility for making this Policy effective.
15. Ensure the proper direction and control of all persons, other than Employees, allowed access to Council premises and ensure they are not put at risk by the Council's work activities.
16. Control the use of Contractors on Council premises and ensure that Contractors work to safety rules at least of the same standard as those laid down through this policy.
17. Arrange for Health and Safety Inspection of all premises and other areas at regular intervals, at least annually, with reporting of findings and recommendations to the Members of the Council.
18. Maintain arrangements with employees for joint consultation and participation in matters relating to their Health and Safety.
19. Keep the Health and Safety Policy Statement under constant review and make improvements, additions and amendments which from time to time may be deemed necessary or desirable.

ORGANISATION AND RESPONSIBILITIES

1. The Town Clerk, on behalf of the Members of the Council, is to co-ordinate the implementation of the Health, Safety and Welfare policy.
2. A central record will be maintained containing such Statutes, Approved Codes of Practice, Guidance Notes, Certificates, Risk Assessment Reports, Terms of Reference, Accident Reports and Investigations as are relevant.
3. All Employees are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities and are required to co-operate with Matlock Town Council in the fulfilment of its duties regarding Health, Safety and Welfare at Work. Each Employee, therefore, will be responsible for:

- a. Making themselves familiar with and always conforming to relevant Health and Safety instructions.
- b. Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare.
- c. Reporting to the Town Clerk, Outdoor Supervisor or Responsible Finance Officer incidents which have led to, or may lead to, injury or damage.
- d. Assisting as required in the investigation of accidents or incidents.
- e. Wearing the appropriate protective equipment where required.

TRAINING

The Town Clerk is responsible for ensuring that all members of staff are given the appropriate information, instruction and training to enable the activities of the Council to be carried out safely.

RELATED POLICIES AND PROCEDURES

- Accident Reporting
- First Aid
- Fire Procedure and Instructions
- Control of substances hazardous to Health (COSHH)
- Electricity at Work
- Management of Health and Safety at Work regulations
- The Workplace (Health, safety and Welfare regulations
- Health and Safety (Display screen equipment) regulations
- Personal protective equipment at work regulations
- Manual handling operations regulations
- Provision and use of work equipment regulations
- Harassment and aggression
- Grievance procedure
- Disciplinary procedure
- Complaints procedure