



Bentham Town Council

Health and Safety Policy

Adopted: May 2026

Minuted: 16.10

Review Date: May 2027

Statement of Intent

Bentham Town Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, contractors and members of the public.

Although the Council employs fewer than five staff, it recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and will take all reasonable steps to provide safe working conditions both at the Town Hall and during home or lone working.

Organisation and Responsibilities

The Council (Employer) will:

- Provide a safe working environment at Bentham Town Hall
- Ensure safe systems of work are in place
- Provide appropriate training (manual handling, lone working, first aid, COSHH)
- Carry out risk assessments and review them regularly
- Maintain equipment and premises in a safe condition

Staff will:

- Take reasonable care of their own health and safety and that of others
- Follow all safety procedures and training provided
- Report hazards, accidents, or near misses promptly
- Use equipment safely and as instructed

Named Responsibilities:

- Three staff members hold **First Aid training in the workplace.**
- All four staff are trained in **Manual Handling, Lone Working, Fire Training and COSHH (Control of Substances Hazardous to Health)**
- The Town Clerk and Deputy Clerk have received Data Protection and GDPR awareness training.

Arrangements

Risk Assessments

- Regular risk assessments will be carried out for the Town Hall, home working and lone working
- Findings will be recorded and acted upon

Accidents and Incidents

- All accidents must be recorded in the accident book, procedures and policies will be altered due to accidents as mitigation
- Serious incidents will be reported in line with legal requirements

Fire Safety

- Fire exits will be kept clear at all times
- Fire alarms and extinguishers will be maintained
- Staff will be familiar with evacuation procedures

First Aid

- First aid kits will be available at the Town Hall
- Trained first aiders will be identified

Manual Handling

- Staff will use safe lifting techniques as trained
- Heavy or awkward loads should be avoided where possible

COSHH

- The Caretaker will manage and safely store cleaning substances
- COSHH assessments will be maintained for hazardous materials

Home Working Policy

Purpose

To ensure that employees working from home do so safely and effectively.

Responsibilities

The Council will:

- Provide guidance on safe home working practices
- Ensure staff carry out a basic home workstation assessment

Employees must:

- Maintain a safe, tidy, and suitable workspace
- Ensure good posture and workstation setup
- Take regular breaks to avoid strain or fatigue
- Report any work-related health issues

Key Safety Points

- Electrical equipment must be safe and in good condition
- Work areas should be free from trip hazards
- Confidential information must be securely handled

Lone Working Policy

Definition

Lone working includes any situation where an employee works by themselves without close or direct supervision, including at the Town Hall or off-site.

Risks

- Accidents or sudden illness
- Security risks
- Lack of immediate assistance

Control Measures

The Council will:

- Carry out lone working risk assessments
- Ensure staff are trained in lone working procedures
- Maintain communication systems

Employees must:

- Inform someone of their working location and expected return time
- Keep a mobile phone available
- Avoid unnecessary risks
- Report any concerns immediately

Emergency Procedures

- In case of emergency, call 999
- Inform a designated contact as soon as possible

Policy Review

This policy will be reviewed annually or following any significant change in working practices or legislation.

Adopted by Bentham Town Council

Date: _____

Review Date: _____