

**ANTRIM BOROUGH COUNCIL**

**STATEMENT of the general policy of the Council with respect to the health and safety at work of their employees and the organisation and arrangements for the carrying out of that policy.**



1. This statement has been prepared for the purposes of Section 4(3) of the Health and Safety at work (Northern Ireland) Order 1978 (hereinafter referred to as “the Order”).

**GENERAL POLICY**

2. The Council recognize and accept their duty under Section 3(1) or the Order to ensure, so far as is reasonably practicable, the health, safety and those aspects of welfare at work which are the subject of health and safety regulations or of any of the existing statutory provisions within the meaning of Section 53(1) of the Order of all their employees.
3. In particular, the Council recognize and accept that the matters to which this duty extends include:-
  - (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
  - (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees;
  - (d) so far as is reasonably practicable as regards any place of work under their control, the maintenance of it in a condition that is safe and without risks to health and provision and maintenance of means of access to and egress from it that are safe and without such risks;
  - (e) the provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe without risks to health, and adequate as regards facilities and arrangements for their welfare at work

4. The Council further recognize and accept their duty to consult any safety representatives appointed under Regulation 3 of the Safety Representatives and Safety Committees Regulations, 1977 (hereinafter referred to as “the Regulations”) from amongst their employees with a view to the making and maintenance of arrangements which will enable the Council and their employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the Council’s employees and in checking the effectiveness of such measures.
5. The Council further recognize and accept their duty, if requested in writing by at least two safety representatives in any workplace, to establish a Safety Committee having the function of keeping under review the measures taken to ensure the health and safety at work of Council employees at that workplace.
6. The Council further recognize and accept their duty to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment, who may be affected thereby, are not exposed to risks to their health or safety.
7. The Council will take such steps as appear to them from time to time to be necessary or desirable to bring to the notice of every employee
  - (a) his duty, under Section 8 of the Order while at work -
    - (i) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
    - (ii) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with, and
  - (b) the provisions of Section 9 of the Order to the effect that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **ORGANISATION**

8. In order to carry out their duties, the Council have established the following organisation -
  - (a) Each Head of Department shall -
    - (ii) keep under review whether there is need for action by the Council in order to carry out their duties under the Act in relation to persons employed in the Department, in relation to workplaces within the control of the Department and in relation to persons not in the employment of the Council who may be affected by the conduct of the undertaking of the Department;

- (iii) advise the Council where, in his view, there is a need for such action by the Council; and
  - (iv) ensure that all decisions of the Council in relation to the discharge of their duties under the Order in so far as these relate to employees, or workplaces within the control, of his Department or persons not in the employment of the Council who may be affected by the conduct of the undertaking of the Department are fully implemented.
- (b) Each Head of Department shall also, where he considers it necessary or desirable, delegate in writing to particular Managers, Supervisors, Heads of Section, Chargehands, Foremen and employees within the Department responsibility –
- (i) for keeping under review whether there is need for action by the Council in order to discharge their duties in relation to particular groups of persons employed within the Department, in relation to particular workplaces within the control of the Department and in relation to persons not in the employment of the Council who may be affected by the conduct of the particular groups or of the undertakings in the particular workplaces;
  - (ii) for advising the Head of Department where in the view of Manager, Supervisor, etc. there is a need for such action by the Council; and
  - (iii) for carrying out all decisions of the Council in relation to matters arising under the Act in so far as these relate to the particular groups of persons or the particular workplaces.

Where a Head of Department has so delegated responsibility, he will bring the delegation to the notice of the employees in the groups and workplaces concerned.

- (c) The Chief Executive shall keep under review the measures taken to ensure the health and safety at work of the Council's employees and shall from time to time make such recommendations to the Council as seem to him to be necessary or desirable.
- (d) The Council shall designate a safety officer. His duties shall include:-
- (i) taking all reasonably practicable steps to keep himself informed of
    - (a) the legal requirements relating to the health and safety of persons employed by the Council;
    - (b) the particular hazards of the workplaces of the Council and the measures deemed necessary to eliminate or minimise the risk deriving from these hazards; and
    - (c) the health and safety policy of the Council and the organisation and arrangements for fulfilling that policy, so that he may advise Heads of Departments and others with delegated responsibility on the carrying out of their responsibilities in relation to health and safety at work;

(ii) investigating and reporting with recommendations to the Head of Department concerned on potential hazards and dangerous occurrences at Council workplaces - either at the request of the Head of Department or at his own instance:

(iii) investigating and reporting with recommendations to the Head of Department concerned on representations of Safety Representatives with regard to unsafe or unhealthy conditions or working practices;

(iv) liaising and co-operating with, and assisting Safety Representatives; and

(v) being one of the Council's representatives on each Safety Committee established for Council employees at any workplace.

### **ARRANGEMENTS**

9. Each Head of Department shall, as often as he deem necessary or desirable, and in consultation with the Safety Officer -

(a) arrange for an efficient Survey of the potential hazards within his Department; and

(b) take such action as appears to him to be necessary or desirable following the Survey, including the giving of appropriate instructions to Council employees in his Department.

10. Every employee who has reason to believe that a potential hazard or unsafe or unhealthy conditions or working practices affecting employees, or workplaces in the control of the Council or persons not in the employment of the Council who may be affected by the conduct of the undertaking of the Council exist or may exist shall bring these to the notice of his superior who shall ensure that they are brought forthwith to the notice of the Head of Department and the Safety Officer.

11. Every employee who has an accident at work or is involved in, or becomes aware of, a dangerous occurrence at a Council workplace shall report the accident or incident forthwith to his superior who shall ensure that the accident is logged in the official Accident Book kept for the Department (or Section or Depot) and that copies of the entry are sent forthwith to the Head of Department and the Safety Officer.

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Clerk of Council