Battle Town Council

Health and Safety Policy Statement

INTRODUCTION

This is a statement of policy adopted by the Battle Town Council about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, customers, visitors and contractors whilst they are present in the Council's offices, workplaces or elsewhere on Council business.

STATEMENT OF INTENT

The Members of Battle Town Council accept its 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 requirements of the Health and Safety at Work etc., Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Battle Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the Council where it has legal obligations.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

OBJECTIVES

In order to achieve compliance with the statement of policy, the Council has set the following general objectives:

i. to set and maintain high standards for health and safety at its offices and workplaces and for staff carrying out duties on behalf of the Council;
ii. to identify risks and set in place programmes to remove or reduce these risks;
iii. to ensure that these standards are communicated to all personnel;
iv. to ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner, and to encourage safety and health awareness of employees;
v. to ensure the dissemination and discussion of relevant information on safety and health issues;
vi. to monitor its operation at the office and other workplaces.

In pursuance of these objectives the Council will specifically:

- provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor or user of premises;
- provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the Council's activities;
- assess the risks to the health and safety of employees and of anyone else who could be affected by it's work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises;

- provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health;
- institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;
- make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council;
- promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work;
- inform employees, contractors, visitors and users of premises of the risks associated with it's 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;
- provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use;
- 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;
- institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
- provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees at work;
- 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;
- ensure that accident prevention is an integral part of operational management;
- ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure they are not put at risk by the Council's work activities;
- control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
- arrange for health and safety inspections of all premises and other areas at regular intervals.

RESPONSIBILITIES

To ensure prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

The overall responsibility for the health and safety of its employees and any member of the public who may be affected by the way the Council carries on its business rests with members of the Council. The Finance & General Purposes Committee shall include within its terms of reference a specific responsibility as the forum for consideration of all health and safety matters.

The Clerk has overall responsibility on behalf of the Council for implementing this policy and monitoring its implementation. In particular, the Clerk is responsible for:

- the practical implementation of the Health and Safety policy, the Health and Safety at Work, etc, Act 1974, and other relevant legislation;
- ensuring that all operations are, as far as is reasonably practicable, conducted without detriment to the health and safety of personnel or others who may be affected by their activities;

- ensuring that regular inspections and risk assessments are undertaken;
- ensuring that all accidents, incidents and near misses, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.

The Supervising Groundsman and Manual Worker is also responsible for ensuring that:

- operations under his control are, as far as is reasonably practical, conducted without detriment to the health and safety of personnel or others who may be affected by those activities;
- all accidents, incidents and near misses are recorded and reported to the Clerk.

All employees are required to take reasonable care for the safety of themselves and others who may be affected by their activities. In particular they must:

- co-operate in implementing the requirements of all Health and Safety legislation, related codes of practices and safety instructions;
- refrain from doing anything which constitutes a danger to themselves or others;
- immediately bring to the attention of their line management/supervisor any situations or practises that are noted which may lead to injuries or ill health;
- ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- be responsible for good housekeeping in the area in which they are working;
- report all accidents, incidents, dangerous occurrences and near misses.

SAFETY COMPLAINTS PROCEDURE

If any member of staff wishes to make a safety complaint he or she should approach the Clerk. If any such complaint is not dealt with in a reasonable period of time, the member of staff may bring this to the attention of the Chairman of the Finance and General Purposes Committee.

CONTRACTORS

All Contractors working for, or on behalf of, the Council are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

CONSULTATION AND TRAINING

The Council is committed to involving staff at all levels in the maintenance of Health and Safety standards and to provide them with adequate information, instruction and training.

POLICY REVIEW

The effectiveness of this general policy statement and other specific policies in use throughout the Council's activities will be regularly reviewed and revised as and when necessary.