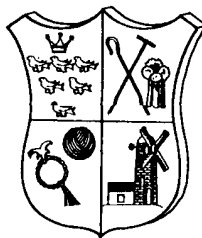


Health & Safety Policy No: 1



HAILSHAM TOWN COUNCIL

GENERAL HEALTH and SAFETY & WELFARE POLICY STATEMENT

INTRODUCTION

This revised and updated statement applies to all Town Council employees. It demonstrates that Members, managers and all employees have a part to play in the high standards of health and safety which we all want to be achieved.

Our general policy is to provide working conditions that are safe and healthy and to provide adequate welfare facilities for all employees. In doing so we will treat employees fairly and courteously. We are firmly committed to improving our health & safety performance, and in eliminating distress to those personally affected by incidents at work. We continue to place emphasis on risk management in the development and implementation of our working policies.

Elizabeth G Jones
Town Clerk
Dated 3rd July 2006

Councillor J N Ellwood
Chairman of the Council

OUR LEGAL DUTIES

The Town Council acknowledges its duty to provide safe and healthy working conditions for all our employees, our contractors and other persons affected by the service we provide. This arises from:

- The statutory duties embodied in the Health & Safety at Work etc Act 1974
- Specific statutory duties contained in associated regulations, principally the Management of Health & Safety at Work Regulations 1999
- The common law duty of care, owed to all employees and the public: to take reasonable care for their health & safety.

OUR OBJECTIVES FOR HEALTH AND SAFETY

- Prevent all injuries, and work induced ill-health
- Minimise incident-related costs and their drain on our scarce resources
- Ensure that everyone understands and carries out their responsibilities for the safety of themselves, their colleagues, service users, trainees, visitors, contractors, agency staff, etc.
- Acknowledge that high standards of health, safety and welfare are key indicators of performance.

ACHIEVING OUR OBJECTIVES

The Town Clerk, Deputy Town Clerk and Head of Works will aim to achieve the corporate objectives of the effective management of safety; by applying existing policy and procedures, setting and implementing new policies and procedures, organising resources, planning and setting standards, and by measuring, auditing and reviewing performance.

The Deputy Town Clerk and Head of Works will oversee facilities management of allocated premises including first aid provision, fire evacuation and accident/incident procedures and safe working of contractors.

Appropriate and targeted safety training (particularly induction, safety awareness, job specific and risk assessment training) when effectively put into practice, is a key factor towards achieving high standards of safety performance and sustainable reductions in accidents, incidents and ill health.

ORGANISATION AND ARRANGEMENTS FOR IMPROVING SAFETY PERFORMANCE

The overall direction and formulation of corporate safety policy rests with the Town Clerk

The Deputy Town Clerk takes responsibility for the provision of health and safety advice to the Town Council, supported by technical advice from Wealden District Council's Health and Safety Advisor, and the Health and Safety Executive.

Responsibility for implementing those policies is delegated, to the Deputy Town Clerk and Head of Works, who will ensure that:

- Effective safety policies and procedures, based on a risk management approach, are formulated, implemented and audited
- Hazards are identified, and risk assessments undertaken by competent persons, and their outcome incorporated in safe working practices
- Safe working practices are implemented and monitored
- Effective information, instructions, training and supervision are provided
- Regular inspections of premises, work activities and managed open space are carried out, and records maintained of the inspections
- Accidents/incidents are promptly reported and investigated, and any resulting absences appropriately managed
- There is effective consultation with all employees on health and safety matters, and
- Suitable medical checks are undertaken on specific employees as identified by risk assessments, and any remedial action taken, if required.

EMPLOYEES' RESPONSIBILITIES

Employees must take care for their own health and safety, and that of others who may be affected by what they do. This will include complying with Town Council's policies, procedures and safe working practices.

CONSULTATION

Our objectives can be achieved through good communications and with the effective co-operation of all managers and staff. Health and safety is a regular item at all team meetings and briefings.

The Finance Policy and Resources Committee will receive a regular health and safety report detailing: any new/amended policies and procedures, accident and incident reports, and any new health and safety legislation affecting the Council.

FURTHER INFORMATION

Specific health and safety policies and procedures are published separately, and will be issued to specific staff as identified by risk assessments.

Adopted 3rd July 2006 Minute Ref: FPR/06/149 Policy to be reviewed every June.