



Health & Safety Policy Statement – 2025

Owner	John Harrison, Town Clerk
Reviewer	Tony Lee Operations and Facilities Manager
Previous versions	2018
Templates used/adapted	
Approver	Full council
Date approved	25.09.25
Resolution number	HTC/25/3/158
Date of next review	2 years
Related policies/procedures	
Policy covers	All Hailsham Town Council including Hailsham Youth Service Post Office
Revisions	11.11.25 Added in resolution numbers and disability statement

If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

Introduction

This statement applies to all Town Council employees, contractors, volunteers, and others affected by our services. It demonstrates our collective commitment—Members, managers, and employees alike—to maintaining the highest standards of health, safety, and wellbeing.

Our general policy is to provide safe, healthy, and inclusive working conditions and to ensure adequate welfare facilities for all. We are firmly committed to continuous improvement, reducing risks at source, and supporting both the physical and mental wellbeing of all those working with or for the Council.

Our Legal Duties

The Council acknowledges its duty to provide safe and healthy working conditions under:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Equality Act 2010
- Fire Safety Order 2005 (as amended)
- Occupiers' Liability Acts 1957 & 1984
- Defective Premises Act 1972
- Common law duty of care

We also recognise our duty to follow best practice guidance issued by the Health and Safety Executive (HSE) and other relevant bodies.

Our Objectives for Health, Safety & Wellbeing

- Prevent injury and work-related ill-health.
- Manage risks through proportionate risk assessments.
- Promote mental health and wellbeing alongside physical safety.
- Ensure everyone understands and fulfils their responsibilities for safety.
- Support safe and healthy remote/home working arrangements.
- Provide training, information, and supervision appropriate to each role.
- Minimise incident-related costs and disruption.
- Treat health, safety, and welfare as key indicators of organisational performance.

Achieving Our Objectives

The Town Clerk, Operations & Facilities Manager, and Works Manager will ensure:

- Safety policies and procedures are implemented, reviewed annually, and updated where necessary.
- Hazards are identified and assessed, with appropriate control measures in place.
- Safe systems of work are monitored and improved.
- All employees receive effective induction, job-specific, refresher, and wellbeing-related training.
- Regular inspections of premises, open spaces, and work activities are carried out, with records maintained.
- Digital systems are used where possible for incident reporting and tracking corrective actions.
- Accidents and near-misses are reported, investigated, and acted upon.
- Suitable health surveillance and wellbeing initiatives are offered as identified by risk assessment.

Responsibilities

The Council

Sets overall health and safety policy and provides resources to implement it.

The Town Clerk

Holds overall responsibility for health, safety, and wellbeing performance.

Operations and Facilities Manager & Works Manager

Implement policies, manage day-to-day safety arrangements, and ensure compliance. Oversee facilities management, emergency planning, first aid, fire evacuation, and contractor safety.

Managers

Ensure employees and volunteers follow safe working practices
Encourage reporting of hazards and wellbeing concerns.

Employees

Take reasonable care of their own health and safety and that of others.
Follow all council policies, procedures and safe systems of work.
Report hazards, unsafe practices, and health or wellbeing concerns promptly.

Consultation & Communication

Health and safety is a standing agenda item at all team meetings.
Staff will be consulted on changes affecting health, safety and wellbeing.
A Health & Safety Report will be presented to Council regularly, including updates on incidents, legislation, and performance.

Monitoring & Review

This policy will be reviewed annually or sooner if legislation, guidance, or working practices change.
Performance will be measured through incident data, training completion, audits, inspections, and Employee feedback to transparency in reporting health and safety performance to staff and Members.