

Health and Safety Policy

This is the statement of general policy and arrangements for:

South Woodham Ferrers Town Council

Overall and final responsibility for health and safety is that of:

The Town Clerk

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Town Clerk

Statement of general policy	Responsibility of (Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	The Town Clerk	<p>Risk assessments are completed and actions arising are implemented. Risk assessments and the Town Council's safety policy are reviewed at least every year, or more frequently if working conditions, services or functions are altered. Risk assessments are recorded in writing and are kept in the Town Council's office.</p> <p>Volunteers, contractors or other providing services for the Town Council will be provided with appropriate health and safety information and briefings. Providers of specialist services shall be required to provide details of their work in method statements and provide risk assessments for the activities to be completed and reviewed before commencement will be approved.</p> <p>Fully equipped First Aid box within the office accessible for employees, defibrillator located in ground floor foyer for all hall users, employees and Councillors. Staff have received training for defibrillator use but this is not essential for using the equipment.</p>
To provide adequate training to ensure employees are competent to do their work	The Town Clerk	Staff are provided with appropriate health and safety induction and ongoing training and exercises to maintain and develop competencies. Town Council budget for training requirements of staff and Councillors.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	The Town Clerk	<p>Staff are regularly consulted on health and safety issues when the issues arise and at staff team meetings. Communication methods in place to ensure that all staff are informed and able to communicate concerns or problems.</p> <p>Written detailed policies are provided to staff to provide guidance and support with key health issues.</p>
To implement emergency procedures - evacuation in case of fire or other significant incident.	The Town Clerk	<p>A detailed separate fire risk assessment and fire safety policy are provided and regularly reviewed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Signage, fire fighting equipment and detection/alarm systems are provided</p>

Statement of general policy	Responsibility of (Title)	Action / Arrangements
		and regularly inspected or tested. Evacuation drills are held and staff are provided with written instructions to ensure they are familiar with their roles. Written records of fire drills, false alarms, genuine incidents and equipment/system issues are maintained in a fire safety log kept in the Handyman's store room.
Public and commercial use of council facilities and buildings are to be provided with appropriate information to operate safely and to notify the Town Council of any incidents or accidents	The Town Clerk	Written guidance is provided to users of the Council's facilities including written information on emergencies and health and safety issues. Regular evacuation drills include occasions when hirers of facilities are on site. On site signage is considered carefully to help visitors or users to the site. Emergency contacts are provided on site for reporting of any incidents.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	The Town Clerk in conjunction with staff support	The building was designed and is maintained in a suitable condition with appropriate facilities for toilets, washing and drinking water provided. Visual checks carried out and recorded Monday – Friday morning by staff member, any concerns raised to the office to be addressed. Mechanical and Electrical checks carried out bi-weekly and recorded. Appropriate information and systems are in place for safe handling/use of substances. Limited use of machinery is made. Where appropriate staff are required to inspect equipment and machinery and report any defects or concerns to the Town Clerk. Appropriate specialist training is provided where required. Staff training records are maintained to ensure that adequate records are available. COSHH data is recorded in a written format and maintained in the Town Council offices. Data for the materials used by the cleaning contractor is kept in the locked cleaning cupboard. Regular (at least annual) reviews are completed to ensure the COSHH information is current and up to date.

Note: The Town Council's general policy applies equally to both paid staff, temporary staff, contractors and volunteers.

Health and safety law posters are displayed:	In the Town Council office and the Environmental Services Operatives depot.		
<p>First-aid box and accident book are located within the office:</p> <p>Defibrillator located within the main foyer</p> <p>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</p>	<p>A First Aid box is maintained in the Town Council office. The Town Clerk is responsible for ensuring that appropriate supplies and materials are maintained in this facility for the use of staff not hirers of Champions Manor Hall facilities. Written records of accidents are maintained by the Town Clerk in the Town Council office. All office staff trained in Emergency First Aid at Work</p> <p>Regular maintenance checks carried out to ensure unit is ready to be used if required. Staff trained in its use although this is not a requirement</p>		
Signed: (Employer)		Date:	11/2/2020
Subject to review, monitoring and revision by:	The Town Clerk	Every:	12 Or as work activity or legislation changes