

CROWBOROUGH TOWN COUNCIL

HEALTH and SAFETY POLICY

Health and Safety Statement of Policy and Implementation

1. The Council recognises and accepts its responsibility for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities so far as it is reasonably practicable. The Council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.
2. The Council further regards the promotion of health and safety as a mutual objective for all employees at all levels and in all activities. Importantly there is a need for constant alertness by managers, supervisors and employees in identifying potential hazards and removing or minimising them whenever practicable.
3. To this end it has been decided that the Health and Safety Policy for the Council shall have the following objectives:
 - 3.1 To provide and maintain safe and healthy working conditions throughout the Council, taking into account all statutory requirements and specific European directives and legislation which may apply.
 - 3.2 To assess the risk to health and safety of its employees, by a systematic and organised approach to dealing with health and safety matters applicable to the Council activities.
 - 3.3 To carry out regular inspections of the workplace and to consult with employees on matters related to health and safety, thus ensuring that the requirements of the Consultation with Employees Regulations 1996 are fully met.
 - 3.4 To ensure that no process, plant or machinery, is introduced for Council or third party use unless it has been confirmed that any statutory testing or examination requirements have been carried out by a qualified person. It will also be a requirement to establish, so far as is practicable, that the safety or health of employees will not be impaired in anyway by the operation of the plant and machinery.
 - 3.5 To make available to all employees all the necessary safety devices and protective equipment to ensure that all activities are undertaken in a safe manner.
 - 3.6 To provide proper and adequate training facilities in order to ensure that all employees are fully instructed in the safe working methods applicable to their jobs and on any equipment they operate.
 - 3.7 To ensure that all regulations made under the Health and Safety at Work Act (1974), and the associated codes of practice are fully complied with.
 - 3.8 To improve progressively upon the levels of safety and health performance by the adoption of newly developed safety and health measures and codes of practice.
 - 3.9 To continually advise and keep employees informed of their duties and responsibilities under legislation.

4. **Implementation of Health and Safety Policy**

The responsibility for implementing the Council's Health and Safety Policy and ensuring compliance with all relevant legislation is as follows:

- 4.1 Town Clerk – ultimately responsible for compliance with statutory requirements and the Council's Health and Safety Policy. Responsible for obtaining the necessary financial approval to enable a safety programme to be implemented and maintained.
- 4.2 Managers are responsible for ensuring that statutory requirements and the Council's Health and Safety Policy are fully implemented in respect of the activity under their control, ensuring that safe systems of work are implemented, the instruction of staff in safe systems of work, provision and maintenance of suitable equipment for safe working and the maintenance of safe working environment and systems.
- 4.3 Employees have a statutory duty to co-operate with the management in carrying out their duties with the object of producing and maintaining high levels of health and safety.

These can be achieved by:

- 4.3.1. By always working safely by complying with safe working systems.
- 4.3.2 By using the protective equipment and safety devices provided.
- 4.3.3 By acting responsibly and to do everything they can to prevent injury to themselves and others affected by their works.
- 4.3.4 By reporting incidents that have led to or may lead to personal injury or plant damage.
- 4.3.5 All accidents to be recorded in the Council's Accident Book.
- 4.3.6 To refrain from intentionally or recklessly interfering or misusing any equipment provided in the interest of health and safety or welfare.
- 4.3.7 To fully co-operate with the Council and all other parties to ensure that statutory duties or other requirements under legislation are complied with at all times.