

SANDWICH TOWN COUNCIL HEALTH AND SAFETY POLICY STATEMENT

- 1.1 Sandwich Town Council, as an employer, is committed to providing and maintaining a healthy and safe working environment for all employees, contractors, visitors and any other people who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with Sandwich Town Council, that is the Town Clerk.
- 1.2 This statement applies to all premises and activities within the control of the Sandwich Town Council. The Council has made detailed arrangements for implementing this policy outlined in a further section of the Policy entitled, Organisation and Arrangements, including the Supporting Documents.
- 1.3 In order to achieve this aim Sandwich Town Council will, as far as reasonably practicable:
 - i. As a minimum, comply with requirements of relevant legislation.
 - ii. Identify hazards, assess risks and manage those risks.
 - iii. Ensure that employees, contractors, visitors and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision.
 - iv. Consult with employees on health and safety matters.
 - v. Make arrangements for co-ordination and co-operation with other employers where:
 - a. The Council's employees share premises, facilities or activities with persons working in other organisations.
 - b. Persons from other organisations are working in activities controlled by Sandwich Town Council.
 - vi. To safeguard the environment from the effects of Sandwich Town Council's activities.
 - vii. To monitor and review the effectiveness of Sandwich Town Council's arrangements and where appropriate to implement improvements.
 - viii. Ensure that the demands of activities do not exceed the capabilities of staff or contractors to carry out the work without risk to themselves or others.
- 1.4 Whilst Sandwich Town Council accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

Signed:

Position: Town Clerk

January 2010