

Health and Safety Policy Statement
Health and safety at Work etc Act 1974

**This is the Health and Safety Policy Statement of Sandwich
Town Council**

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed _____

Employer _____

Date _____

Review Date _____

Responsibilities

1. Overall and final responsibility for health and safety is that of the Town Clerk
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Deputy Town Clerk
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
 - Tracey Ward Policy Management
 - Melanie Kingshott Risk Assessment
 - Simon Leith Health & Safety Councillor
4. All employees have to:
 - Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the Deputy Town Clerk
- The findings of the risk assessments will be reported to the Town Clerk and H&S Councillor
- Action required to remove/control risks will be approved by the Town Clerk
- The H&S Councillor will be responsible for ensuring the action required is implemented.
- The Town Clerk will check that the implemented actions removed/reduced the risks.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation with employees

- There are no employee staff representatives.
- Consultation with employees is provided by the Town Clerk via individual or full staff meetings dependent on the matter under consultation.

Safe plant and equipment

- The Town Clerk will be responsible for identifying all equipment/plant needing maintenance.
- The Town Clerk will be responsible for ensuring effective maintenance procedures are drawn up.
- The Town Clerk will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Town Clerk
- The Town Clerk and H&S Councillor will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- The Head Caretaker will be responsible for identifying all substances which need a COSHH assessment.
- The Deputy Town Clerk will be responsible for undertaking COSHH assessments.
- The Town Clerk will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Deputy Town Clerk will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head Caretaker will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, Instruction & Supervision

- The Health and Safety Law poster is displayed by the Town Clerk.
- Health and safety advice is available from the H&S Councillor.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Town Clerk.
- The Town Clerk is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by Sandwich Town Council.
- Job-specific training will be provided by delegated contractors.
- Specific jobs requiring special training are Cleaner, Caretaker, Toilet Attendant & Administrative Staff.
- Training records are kept by the Town Clerk
- Training will be identified, arranged and monitored by the Town Clerk/H&S Councillor.

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs- None
- Health surveillance will be arranged by – Not applicable
- Health surveillance records will be kept by/at – Not applicable
- The first-aid boxes are kept at the Town Clerks office, Guildhall Museum, Tourist Information Office, Archives, the Quay Public Conveniences and the Kitchen.
- The appointed persons/first aiders are Kevin Cook, Phillip Dunn, Melanie Kingshott, Malcolm Gibbons, Carolyn Grinnell, Tracey Ward, Timothy Wales and Jenny Winsor.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the Town Clerk at the Guildhall.
- The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:
 - Carry out an annual health and safety audit.
 - Spot checks by – the Town Clerk and H&S Councillor
- The Town Clerk/H&S Councillor is responsible for investigating accidents.
- The Town Clerk is responsible for investigating work-related causes of sickness absences.
- The Council H&S Working Group is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- The Town Clerk/H&S Councillor is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Head Caretaker every day.
- Fire extinguishers are maintained and checked by KCC Commercial Services and Inspection Services.
- Alarms are tested every three months by Chubb.
- Emergency evacuation will be tested every six months by section.