



H&S Policy – Statement of Intent

At Arlesey Town Council we recognise the need for a simple and effective Health and Safety management system and that this begins with a Policy Statement.

We accept responsibility for the health, safety and welfare of our employees as may be influenced by their activities (including actions they don't take) and extend this responsibility to sub-contractors, private clients who may hire our facilities and members of the public. We take our H&S responsibilities seriously and recognise H&S as being of equal importance to the business as any other core business activity and will provide appropriate financial resources to enable effective implementation of this policy.

In accordance with the Health and Safety at Work Act 1974, and associated legislation we shall provide directly or otherwise cooperate with our employees and clients to provide the following, so far as is reasonably practicable:

- A safe working environment, including safe, accessible means of access and egress.
- Safe working equipment and appropriate protective clothing
- Safe chemicals wherever practicable, and otherwise appropriate control of hazardous substances
- Training, information, instruction and supervision appropriate to the work environment and activities
- Reporting of accidents and investigation to prevent reoccurrence
- Opportunities for appropriate consultation regarding health and safety related aspects of the work and/or working environment.
- Ongoing monitoring of standards and effective control measures as identified through a program of risk assessments and workplace inspections

To fulfil these objectives, it is recognised that the ultimate responsibility rests with the Town Council, supported by the Town Clerk, and that all employees have responsibilities to uphold.

This Policy will be reviewed as circumstances or business operations change significantly and, in any case, not less than every 12- 24 months. This review will be supported by an external annual audit of our safety management systems.

Section 2 H&S Policy – Organisational Responsibilities

To help implement the core principles of the Safety Policy Statement of Intent the following roles are allocated with the key responsibilities listed below, which shall be fulfilled so far as is reasonably practicable by persons suitably skilled, trained, experienced or otherwise supported by competent assistance. In periods of absence by key personnel others will deputise the role and will take on associated responsibilities.

The Town Council will

- Retain full and day to day responsibility for the health and safety performance within the business.
- Provide sufficient resources to persons listed below to allow the safe operation of the business without unreasonable impact upon safety standards

The Town Clerk will

- Attend appropriate training to ensure they are competent to fulfil these responsibilities
- Support the Town Council in the day-to-day implementation of the company's health and safety management system.
- Act as the primary point of contact regarding all health and safety related consultation discussions.
- Ensure induction training is provided to all new employees and any temporary workers or student/apprentice workers.
- Cooperate and coordinate with the company's Competent Person (H&S Manager) to ensure appropriate levels of compliance.
- Ensure H&S policy and procedure documents are regularly reviewed, updated where appropriate and implement in practice within the workplace operations.
- Ensure risk assessments are in place for all key activities including clear control measures.
- Ensure employees receive appropriate information, instruction, training and supervision through a range of formal training and informal coaching.
- Ensure all accidents, near miss events, and hazards are reported and acted upon.
- Provide employees with time during normal working hours to undertake any health and safety related activities asked of them including attending training courses.
- Ensure all employees are aware of the details of risk assessments completed for the workplace and the activities undertaken by employees.

Employees

In addition to specific roles above, everyone is also classed as an Employee and as such is responsible for ensuring that they:

- Cooperate with the management team in implementing the company safety policy
- Report all damage and defects to work equipment or work environment
- Not interfere with or intentionally misuse any equipment or processes provided in the interests of H&S or fire safety
- Attend training as required relating to the risks associated with their work
- Report all accidents and near-miss events
- Comply with the findings of any risk assessments including the adoption of specified control measures
- Take responsibility for their actions and conduct during the work activities
- Identify any potential risk/hazard and report as soon as possible to the Town Clerk
- Use all safety equipment and protective clothing provided at all times to carry out job role.

First Aiders will

- Attend such training and refresher training as required to maintain their skills and confidence in providing initial first aid response.
- Provide the initial assessment of the extent of the injury and whether they require additional medical expertise.
- Coordinate with the emergency services if appropriate (ambulance, A&E)
- Monitor and maintain stocks of first aid supplies
- Start the accident reporting and investigation process by recording details of the injury sustained and the treatment provided – this will be provided to the Town Clerk/Chairman.