



# *HELSTON TOWN COUNCIL*

# HEALTH AND SAFETY POLICY

## **1. Statement of Policy**

Helston Town Council is committed to ensuring high standards of health, safety and welfare for employees. It is also committed to ensuring that Council activities do not adversely affect the health and safety of members of the public, contractors and others.

The Council regards compliance with statutory requirements as a minimum standard. This policy sets out the steps that will be taken to ensure compliance with the Health and Safety at Work Act, The Fire Precautions Act and other statutory provisions which will lead to a progressive improvement in health and safety standards.

The Council believes that minimising risks to people, equipment and premises is an essential part of offering quality services in a cost conscious and competitive environment.

The successful implementation of this policy requires the commitment and co-operation of Members, the Town Clerk and all employees. The Council, as employer, delegates responsibility for health and safety to the Town Clerk. All staff have responsibility for the health and safety of persons and facilities within their designated area of control. Everyone has a part to play in health and safety.

All employees have legal obligations. There is an obligation to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Employees are also required to work in accordance with training and instructions, to report situations that could be considered serious and an immediate danger and also to report shortcomings in health and safety.

The Town Clerk will be supported in his efforts by the provision of competent health and safety advice. Effective communication will be maintained with staff. Efforts will be made to maintain and improve competence in health and safety through staff training and development.

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed regularly and changes made as and when necessary.

## **2. Organisation and responsibilities**

### **2.1 The Council**

The Council has a collective responsibility for health, safety and welfare matters. Councillors who sit on committees and working parties should bear in mind the health and safety implications of their decisions (e.g. Amenities Committee).

The Policy, Finance and Resources Committee is responsible for reviewing the Health and Safety Policy.

### **2.2 The Town Clerk**

The Town Clerk as the most senior officer has overall responsibility for health, safety and welfare. The Town Clerk will:-

- ensure that all Committee decisions reflect the Council's health and safety intentions as given in the Health and Safety Policy Statement;
- encourage the active participation of staff in improving health and safety;
- ensure that the Council and staff are kept informed of relevant health and safety risk management issues;
- make suitable representations to the Council to ensure that there are adequate funds available for health and safety.

### **2.3 All staff**

All staff have responsibilities as follows :-

- to take reasonable care of their own health and safety and that of others who may be affected;
- to co-operate with the employer in health and safety matters;
- to refrain from misusing fire alarms, fire extinguishers or anything else provided in the interests of health and safety;
- to work in accordance with health and safety training and instructions provided by the employer;
- to report health and safety matters which may represent a serious and immediate danger;
- to report any other defect in health and safety arrangements.

## **3. Arrangements for health and safety**

The detailed arrangements for health and safety are contained in policies dealing with individual topics. See these policies for details.

## **Appendix 1**

Health & Safety Monitoring Policy

Consultation & Communications Policy

Health & Safety Training Policy

Asbestos Policy

Bullying and Harassment Policy

Electrical Safety

Fire Safety Policy

Health & Safety Policy of First Aid

Lone Worker Policy

Policy on Health Risks from Display Screen Equipment

Policy on Manual Handling Operations

Policy on Violence and Violent Incidents

Policy on the Work Place Environment

Policy of Work Related Infectious Diseases