



Councillor Wendy Stamp, Town Mayor

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Health and Safety Policy

General Statement of Intent

The Council recognises its responsibility for the health and safety of its employees and is committed to pursue a policy which ensure so far as is reasonably practicable, the health and safety and welfare of its employees.

The commitment exists at all levels of the organisation.

The Council notes and accepts its duty as an employer to take all practical and reasonable steps to:

- Safeguard health, safety and welfare at work;
- Provide safe systems of work;
- Provide and maintain safe plant and equipment;
- Provide a safe and healthy working environment;
- Provide information and training in safe practices;
- Have regard for the health and safety of others who may be affected by the activities of the Council e.g. self employed people, contractors, other users of the premises, members of the public.

The Council will have regard to health and safety legislation, approved codes of practice, guidance notes and other relevant information issued by the Health and Safety Executive.

The Council will review and revise its health and safety policy as necessary and appropriate, will consult with employees on the policy and will bring the policy and any subsequent amendments to the attention of employees.

Organisation

The ultimate responsibility for health and safety rests with the Town Council.

Day to day responsibility for implementation is delegated to the Town Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

Supervisors of employees are responsible for the detail of the health and safety of those employees.

Employees have a duty to:

- Take reasonable care to avoid injury to themselves or others (employees, contractors, public etc.);
- Co-operate to meet statutory requirements;

- Not interfere with or misuse anything provided to protect safety;
- Obey safety rules;
- Familiarise themselves with health and safety instructions;
- Report all accidents and incidents and to assist with the investigations of such.

The Town Clerk will meet with the Council and shall report on a quarterly basis. The Clerk shall bring to the immediate attention of the Town Mayor / Town Council any issue(s) which require(s) emergency action and present a risk. The Clerk will discuss matters relating to health and safety when necessary. All employees should raise any health and safety concerns with their supervisor as soon as those concerns become apparent.

Arrangements

The Council will issue detailed guidance and instruction and give training and supervision as necessary. It will assess the risks arising from its activities and take appropriate action.

Detailed policies, procedures, systems and practices in respect of health and safety will be drawn up as necessary for specific aspects of the Council's activities to ensure compliance with the relevant legislation and guidelines. They will form annexes to this policy.

The Town Clerk will carry out checks to ensure that employees are working safely. Workplaces and equipment will also be subject to regular checks in respect of health and safety.

Hazards and defects should be reported to the Clerk immediately. If reports are made verbally in the first instance, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendations for action.

The Council will engage the services of specialists as necessary to advise or carry out tasks which it is unable to do itself.

The Council will make such reasonable resources available as required to ensure health and safety at work.

Good communication is vital to the success of health and safety arrangements and will be inherent in the activities of the Council and its employees.

Adopted at the Council meeting held on

Review date: