



DAWLISH TOWN COUNCIL

**HEALTH AND
SAFETY POLICY
DOCUMENTS**

Dawlish Town Council Health & Safety Policy

1. Statement of Policy

Dawlish 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 and 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, management and all employees. The Council, as employers, delegate responsibility for health and safety to the Town Clerk and through the line management structure. 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 immediate danger and also to report shortcomings in health and safety.

The Town Clerk will be supported in his efforts by provision of competent health and safety advice. Effective communication will be maintained with staff and union safety representatives. 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 may be necessary.

2. Organisation and responsibilities

2.1 The Council

The Council has a collective responsibility for health, safety and welfare matters. Nominated councillors sit on the Health Safety and Welfare Forum and actively support the Town Clerk and the other staff in achieving policy objectives. Councillors who sit on committees and working groups should bear in mind the health and safety implications of their decisions (e.g. Play Areas Team).

The Finance and General Purposes Committee is responsible for reviewing the corporate health and safety policy and for reporting on this to the Council

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;
- chair the Health Safety and Welfare Working Group to ensure adequate consultation and discussion of matters relating to 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 health and safety;
- to report any other defect in health and safety arrangements.

2.4 The Health Safety and Welfare Officer

The purpose of this post is to advise, assist and monitor the implementation of health and safety policy and practice in all areas of Council activity.

Whilst every effort will be made to resolve problems at an appropriate level the Health Safety and Welfare Officer does have a direct line of communication to the Chair of Finance and General Purposes Committee on matters of health and safety.

The Health Safety and Welfare Officer also has authority delegated from the Council to stop any work activity or operation being undertaken by employees or contractors working for the Council if that activity or operation carries a serious and imminent risk of injury or ill-health. This in no way relieves staff members of their responsibility to manage health and safety within their areas and for them to stop activities or operations carrying a serious and imminent risk of injury or ill-health.

The main areas of responsibility are to:-

- provide information and advice to members and staff on all aspects of health and safety including fire safety;
- advise Council on formulation, development and implementation of health and safety policy in line with legal requirements and authoritative guidance such as that available from the Health and Safety Executive, the Department for Education, the Home Office the British Standards Institute and similar bodies;
- advise on the need for health and safety training, including induction, and to be a key participant in developing and delivering such training;
- work with members and staff to ensure that we meet our legal requirement to carry out risk assessments;

- advise the Council on the steps needed to achieve adequate control of risks to health and safety;
- work with managers, staff and safety representatives to ensure that we carry out a programme of regular safety inspections;
- advise management on systems for recording and reporting accidents and ill-health and to be responsible for maintaining adequate records;
- investigate accidents and cases of ill-health in order to recommend actions to avoid a recurrence;
- administer a budget to provide central funds for health & safety items
- advise the Council on means of auditing the health and safety management system;
- liaise on health and safety with external bodies and enforcing authorities.

2.5 Health and Safety Consultants

External Health and Safety Consultants are available to offer advice and assistance with general health and safety matters and a variety of specialist topics in health and safety. They should not be engaged without prior consultation with the Health Safety and Welfare Officer.

The Health Safety and Welfare Officer can advise on the availability of competent health and safety advice and assistance available from the principal Local Government Authority and the suitability and necessary levels of competence required of external consultants if they are to be used for general or specialist health and safety purposes.

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.

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HEALTH & SAFETY: 2003 General Statement and policy