



HEALTH AND SAFETY POLICY



Adopted: March 2016
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Next Review: June 2025

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1. General Statement of Intent

Faversham Town Council aims to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, volunteers and visitors and of others who may be affected by their undertakings.

2. General Policy Statement

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974. To ensure the principles of health and safety are clearly understood throughout the Council, we will be committed to:

- a) Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Council subscribes.
- b) Setting and monitoring of health and safety objectives for the Council.
- c) Effective communication of and consultation on health and safety matters throughout the Council.
- d) Assessing the risks of the safety and health of employees and others who may be affected by the Council's activities and implementing controls to minimise those risks.
- e) Preventing work related injuries, ill health, disease and incidents.
- f) Providing and maintaining safe plant and equipment and implementing safe systems of work.
- g) The safe use, handling, storage and transport of articles and substances.
- h) Providing and maintaining a safe working environment with safe access, egress and welfare facilities.
- i) Providing the necessary training to employees and others, including temporary employees and volunteers to ensure their competence with respect to health and safety.
- j) Providing suitable and sufficient information, instruction and supervision for employees and volunteers.
- k) Continually improving the performance of our health and safety management.

- l) Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where necessary skills are not available within the Council.
- m) An annual review and, when necessary, the revision of this Health and Safety Policy.
- n) Making this policy available to relevant interested external parties, as appropriate.

3. Responsibilities

The allocation of duties for health and safety matters and the particular arrangements which the council make to implement the policy are set out below:

Policy and Resources Committee

- a) The Policy and Resources Committee will ensure that there is an effective policy for health and safety within the areas under the council's control.
- b) It will periodically assess the effectiveness of this policy and ensure that any necessary changes are made to it.
- c) It will ensure that risks are evaluated within the areas of work under its control relating to material accidents at work, health risks, loss or damage to property, plant or equipment belonging to the council and risk to the public through activities of the council.
- d) It will ensure that liabilities are covered by adequate insurance.
- e) It will ensure that there are sufficient resources (financial, capability, capacity and otherwise) to ensure that all staff and any others who have responsibilities under this policy area able to fulfil those responsibilities.

The Town Clerk and Facilities Manager

- f) The Facilities Manager, reporting to the Town Clerk, will be responsible for ensuring that the overall health and safety policy is implemented, subject to the adequacy of resources provided by the council.
- g) The Town Clerk has delegated responsibility to take whatever urgent health and safety action is necessary to prevent serious accidents, loss of life or limb without further recourse to the council and notwithstanding that budget for such action may not be allocated, provided only that the expenditure is

reasonable.

- h) It shall be the responsibility of the Facilities Manager to inform all newly appointed staff of where to access a copy of this policy and such supplements as are applicable to their duties and responsibilities and to provide a hard copy of the policy on request.

All Staff

- i) Should make themselves familiar with and confirm to this health and safety policy and any other supplementary guidance relevant to their job.
- j) When appropriate, make full use of the appropriate safety equipment, protective clothing and safety devices provided; to request and make use of such equipment etc if not provided.
- k) Report any incidents, unsafe practices or systems of work ,or damage to equipment to the Facilities Manager who is expected to take such action as is within their remit to make matters safe.
- l) Observe safety rules are all times and take reasonable care for the health and safety of themselves and others, including the general public.
- m) Know what to do in the case of a fire or other emergency.

4. Trained Staff and Volunteers

First Aiders:

Rob Gibbs First Aid 5/12/2022, 3 years
Stacey Woolf First Aid 5/12/2022, 3 years
Joseph Hannah First Aid 20/4/2022, 3 years

Fire Marshals:

Dawn Drury 1/12 2022, 3 years
Pat Ross 1/12/2022, 3 years
Christine Smith 1/12/2022, 3 years
Stacey Woolf FTC 1/12/2022, 3 years
Rob Gibbs FTC 1/12/2022, 3 years
Joseph Hannah FTC 1/12/2022, 3 years