



FRAMLINGHAM TOWN COUNCIL HEALTH AND SAFETY POLICY

Our statement of general policy, made in accordance with the Health and Safety at Work etc Act 1974 and other applicable legislation:

Statement:	Responsibility of:	Action/Arrangements:
To provide adequate control of health and safety risks arising from our work activities. Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Town Council Finance Committee	Relevant risk assessments completed and actions arising out of those assessments implemented (Risk Assessments reviewed annually or when working habits or conditions change.)
To consult with employees on matters affecting their health and safety Engage and consult with employees on day to day health and safety conditions	Town Council Finance Committee Eileen A Coe (Town Clerk/RFO)	Staff routinely consulted on health and safety matters as they arise but also formally consulted at annual appraisal or sooner if required
To provide and maintain safe plant and equipment To ensure safe handling and use of substances; Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Town Council Finance Committee Eileen A Coe (Town Clerk/RFO)	Equipment PAT every 3 years Toilet, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address and defects.
To provide information, instruction and supervision for employees; To ensure all employees are competent to do their tasks, and to give them adequate training; Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Town Council Finance Committee Eileen A Coe (Town Clerk/RFO)	Annual Appraisal and Staff Training Record kept Staff given necessary health and Safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main Town Council Office

Provide Manual Handling Assessment Charts	Eileen A Coe (Town Clerk/RFO)	Provided to all staff
Provide Display Screen Workstation checklist	Town Council Finance Committee	Provided for completion by all staff and review annually as part of Appraisal process
To prevent accidents and cases of work-related ill health and maintain safe and healthy working conditions;	Town Council Finance Committee	Reasonable adjustments will be made to accommodate staff needs as required
The Town Council holds up to date Employers Liability Insurance and Public Liability Insurance which is reviewed and renewed annually in June. Health and Safety Law poster First Aid Box Accident Book Fire Alarm Record Book		Displayed on the wall in the main Office Displayed on the wall in the main Office Top shelf in main Office Top shelf in main Office Top shelf in main Office Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary
To review this Policy annually, revising as necessary.	Town Council Finance Committee	

Signed:
Town Council Finance Committee Chairman:
Date: