



FRAMLINGHAM TOWN COUNCIL

HEALTH AND SAFETY POLICY

The Health and Safety at Work etc Act 1974 (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA) is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory instruments relevant to the working environment. The full text of the Act (as amended) is available at www.hse.gov.uk/legislation/hswa.htm where it can also be downloaded free of charge.

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

- To provide adequate control of health and safety risks arising from our work activities;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment and to ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees, ensuring that all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health and to maintain safe and healthy working conditions
- To implement and test emergency procedures
- To review this Policy annually, revising as necessary

This document should be read in conjunction with the Town Councils Risk Register, which sets out the assessment process.

The Town Council has overall and final responsibility for Health and Safety

The Town Clerk has day-to-day responsibility for ensuring this policy is put into practice.

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
<p>The Town Council holds up to date Employers Liability Insurance and Public Liability Insurance which is reviewed and renewed annually in June.</p> <p>Health and Safety Law poster First Aid Box Accident Book Fire Alarm Record Book</p>		<p>Displayed on the cupboard door in the main Office</p> <p>Displayed on the cupboard door in the main Office On bookshelf in main office On bookshelf in main office On bookshelf in main office</p> <p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary</p>
To review this Policy annually, revising as necessary.	Town Council Finance Committee	