



## Health and Safety Policy

Adopted [05/09/19] – Finance & General Purposes – Minute 1302ii

Folkestone Town Council aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974. To ensure the principles of health and safety are clearly understood throughout the council, we will be committed to:

- 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;
- setting and monitoring of health and safety objectives for the council;
- effective communication of and consultation on health and safety matters throughout the council;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- 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 the necessary skills are not available within the council;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

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### **Responsibility for health and safety**

Overall responsibility for health and safety rests with the Town Clerk who will review any accidents or other incidents relating to health and safety at full council meetings.

You are expected and encouraged to be proactive on health and safety issues. You are required to cooperate with the council and your colleagues in implementing the policy and shall ensure that your own work is without risks to yourself and others as far as reasonably practicable.

### **Responsibilities of the employer**

The council is responsible for ensuring that its employees' health and safety is protected in all activities at work. In particular, the council is responsible for the following:

- **Ensuring that there is safe and adequate equipment**

The council will ensure that all equipment used by employees is regularly inspected and maintained and that repairs will be carried out at the earliest opportunity. If any equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action.

- **Competent and safe employees**

The council will ensure that all employees receive the appropriate training so that they are competent in all their duties e.g. induction and job specific training. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

### **Responsibilities of the employee/ volunteer**

Employees are responsible for ensuring that their actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee include the following:

- **Not to tamper with any equipment**

Employees should not carry out any alterations to equipment which might compromise health and safety



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- **To take reasonable care of their own health and safety**  
Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or the public.
- **To use equipment appropriately**  
Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the council immediately.
- **To follow appropriate practices of work**  
All employees should follow the systems and practices of work that have been specified by the council e.g. recording information, reporting concerns. There should be no deviation from these practices without prior permission from the council.

### Risk assessments

Organisational risk assessments will be undertaken by the Town Clerk annually or as reasonably requested by employees or management and presented to the Finance and General Purposes Committee.

Action required to remove or control risks will be approved by the Finance and General Purposes Committee. The Town Clerk will then be responsible for ensuring the action required is implemented and the Finance and General Purposes Committee will check that the implemented actions have removed or reduced the risks and prevent recurrence.

Risk assessments can be summarised in the following six steps:

- Look for potential hazards;
- Evaluate the risk, the severity of a possible outcome, and the likelihood of the hazard causing harm;
- Search for preventative measures, deciding whether existing precautions are adequate;
- Advise you of the findings of the assessment;
- Create local codes of practice and put them into effect; and



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- Check the measures work - review and if necessary, revise, especially if there has been significant change in working practices.

### Manual handling

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

### Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to the Town Clerk and must also be recorded in the accident book.

If any of the following occur, the Town Clerk will report to the Health and Safety Executive under the RIDDOR procedures (see [www.riddor.gov.uk](http://www.riddor.gov.uk)):

- Fatal accidents
- Major injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.