



## **Health & Safety Policy General Statement of Policy**

Fleet Town Council shall, as far as reasonably practicable, ensure the health, safety and welfare of its employees, and anyone affected by the Council's undertakings in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation and guidance.

The Council will work towards continual improvement and will strive to apply best health and safety practice in all of its activities.

It is the responsibility of all employees and contractors working on behalf of the Council to work in ways that promote a healthy and safe working environment. Successful health and safety management requires active support at all levels.

The Town Clerk holds overall responsibility for the implementation of this policy.

Successful health and safety management will be achieved by:

- Involving Councillors, The Town Clerk, Employees and Contractors together with users of the Council's facilities
- Making responsibilities clear to everyone
- Promoting safe behaviour, health and wellbeing
- Monitoring performance and working towards improvement

In particular the Council will provide the following:

- Assessments of significant and foreseeable risks and suitable measures to control those risks
- Safe systems of work where hazards have been identified
- Arrangements for the safe storage, handling and use of articles and substances
- A commitment to the provision of relevant information, instruction and training in respect of health and safety matters
- Appropriate personal protective equipment relevant to potential health and safety concerns
- Safe and appropriately maintained equipment and machinery
- Facilities for employee consultation on all health and safety matters
- Safe buildings and working environments

In addition to these commitments, the Council will ensure that adequate resources and training are available to implement this policy and that competent health and safety advice is available to all employees. A Health & Safety Officer with ultimate responsibility will be appointed, with additional Officers allocated health and safety responsibilities as appropriate, as described in the Council's organisational arrangements.



## Health & Safety Policy Organisational Arrangements

### Introduction

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In order to comply with the obligations placed upon Fleet Town Council by current Legislation, Standards and Approved Codes of Practice, these organisational arrangements have been developed in order to effectively implement the Council's General Health & Safety Policy Statement.

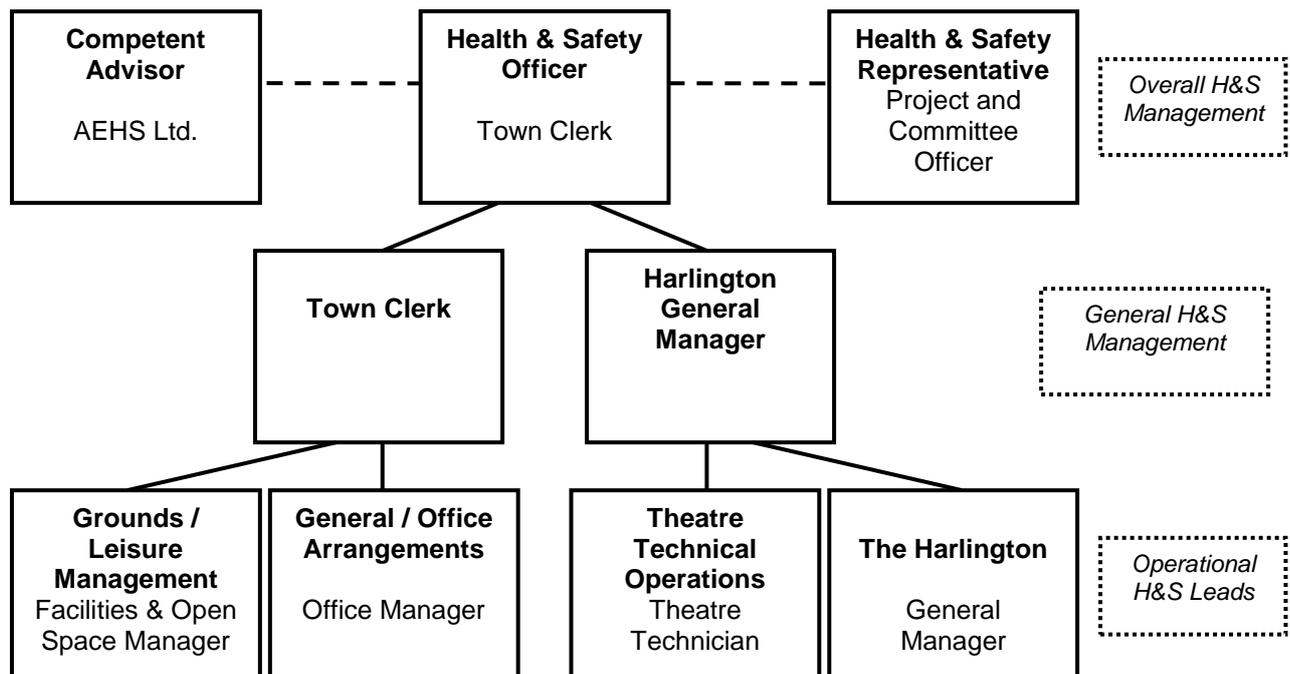
The policy statement and organisational arrangements reinforces Fleet Town Council's commitment to health & safety by:

- Stating fully its intentions with regard to the health, safety and welfare of employees, guests, visitors, contractors and anyone else who might reasonably be expected to be affected by activities under the control of Fleet Town Council
- Clearly defining and allocating responsibilities to persons employed by Fleet Town Council with regard to health & safety

### Council Structure

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The following organogram illustrates the structure for health & safety management within Fleet Town Council, with key responsibilities described later in this document:



## **Health & Safety Officer**

Overall responsibility for ensuring that the objectives of the Health & Safety Policy are understood and achieved lies with the Health & Safety Officer.

With ultimate responsibility for health & safety matters at Fleet Town Council, the Health & Safety Officer will:

- Ensure adequate resources, both financial and operational, are available in order to meet the objectives of this policy and all statutory obligations
- Make arrangements for the review of all health & safety documentation, including this policy, at least annually
- Ensure that a safe working environment, without risks to health & safety, are maintained within all premises owned, occupied or operated by Fleet Town Council
- Ensure that the appropriate insurance cover, which embraces both statutory requirements and business needs, is being met and maintained
- Ensure that an appropriate level of competent health and safety advice is made available to Fleet Town Council
- Provide overall direction and management of Fleet Town Council's health & safety arrangements

## **Health & Safety Representative**

Answering directly to the Health & Safety Officer, they will assist with the implementation and monitoring of this policy by:

- Providing administrative and operational assistance to the Health & Safety Officer
- Assisting in the day to day monitoring and management of the Council's arrangements, as directed by the Health & Safety Officer
- Be the nominated point of contact for health & safety matters in the absence of the Health & Safety Officer

## **General Health & Safety Managers**

With general responsibility for managing the Council's activities, the General Health & Safety Managers will support the Health & Safety Officer in implementing the Council's health & safety arrangements by:

- Ensuring that the objectives of the Health & Safety Policy are fully understood and observed by all employees within their departments/teams (including agency or temporary staff) and contractors
- Putting in place arrangements to ensure that workplace risk assessments are carried out and all other statutory requirements met, as directed by the Health & Safety Officer
- Continually monitor the effectiveness of the Health & Safety Policy and procedures, and take appropriate action if found to be deficient, drawing any deficiency to the attention of the Health & Safety Officer
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented
- Ensure that all employees (including agency or temporary staff) are adequately trained or supervised for their roles

## Operational Health & Safety Leads

With day to day responsibility for managing the Council's activities at a team/operational level, the Operational Health & Safety Leads will support the General Health & Safety Managers in implementing the Council's health & safety arrangements and objectives by:

- Carrying out workplace risk assessments and performing other statutory functions for their operational areas, as directed by the appropriate General Health & Safety Manager
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented and observed
- Ensure that all employees (including agency or temporary staff) are adequately trained or supervised for their roles
- To report any health and safety concerns to their Line Manager immediately

The Operational Health & Safety Leads are responsible for the following functions:

### Grounds / Leisure

Skate Park  
Ancells Farm  
Community Centre  
Grounds  
maintenance  
Woodlands and  
watercourses  
Parks  
Outside Event Mgt  
Pavilions  
Playgrounds  
Cemetery  
Associated  
Contractors

### General / Office

DSE arrangements  
Office equipment and  
general safety  
General Contractor  
Management

### The Harlington

Bars & Cafe  
Building safety  
arrangements  
Tenants and building  
users  
Associated  
Contractors

### Theatre Operations

Theatre Operations  
Associated  
Contractors

## Employees

All employees have an obligation to take reasonable care for the health & safety of themselves and of other persons who may be affected by their acts or omissions at work. They are required to:

- Comply with all practices, policies, procedures and matters relating to health & safety
- Not interfere with health & safety arrangements or endanger themselves or others
- To follow all instruction and training provided
- To report any health and safety concerns to their Line Manager/Duty Manager immediately