

DUNSTABLE TOWN COUNCIL

HEALTH AND SAFETY - POLICY STATEMENT

The Management and all staff of this Authority will ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees and the general public;

The Council is particularly concerned that employees are provided with:

- a) safe plant and systems of work;
- b) safe methods of using, handling, storing and transporting articles and substances;
- c) adequate instruction, training and supervision
- d) a safe working environment;

To this end the Authority will, as far as is reasonably practicable, comply with nationally agreed codes of practice, modified if necessary upon agreement with the relevant bodies, to meet local requirements.

It is also concerned that employees participate with the Authority in meeting its objectives of providing a safe and healthy working environment. In particular that employees:

- a) nominate safety representatives (as required);
- b) carry out their duties without endangering the health and safety of themselves, their colleagues and the general public;
- c) comply with all instructions appertaining to safety, all statutory provisions and local codes of practice;
- d) endeavour to facilitate the implementation of the safety policies of their Authority, Department and Section.

NOTE

1. It is the Authority's intention to review annually the progress made in providing for the safety, health and welfare of its employees and that each department will annually determine and publish priorities for improving the safety, health and welfare of its employees.
2. If employees wish to discuss any matter appertaining, in the broadest sense, to safety they should first consult their supervisor. If they then feel they wish to take the subject further they should consult their safety representatives, and/or the Administration Manager who has designated responsibilities for safety.

RESPONSIBILITIES FOR HEALTH AND SAFETY

The Council's Responsibilities

Under the Act the Council has responsibilities for:-

the safety, health and welfare of its employees;

the safety, health and welfare of the public;

enforcement of legislation and regulations relating to non-industrial premises;

To meet these responsibilities the Council will:-

ensure that there is an efficient overall policy for the safety, health and welfare of employees and that there are appropriate department policies;

periodically appraise the effectiveness of the policies and ensure that any necessary changes are made;

ensure through its officers that the general public is made aware of any situations that arise which may affect their safety, health or welfare and if possible, take steps to eliminate such situations;

ensure that the Authority's activities do not detrimentally affect the safety, health or welfare of the general public;

ensure that the Authority is organised and has a sufficient number of trained staff to meet its enforcement responsibilities for safety, health and welfare.

The Council must prepare and issue to its employees a statement outlining its health and safety policies.

The Managers' Responsibilities

Under the Act the Town Clerk and the various Managers have responsibilities as follows:-

be responsible for the Authority's overall safety, health and welfare policy;

ensure that all Supervisors fulfil their responsibilities for health, safety and welfare;

insofar as it is within their direct power, ensure that there is adequate staff, funds and materials to meet the safety, health and welfare programme;

take a direct interest in the Authority's safety, health and welfare programme and support persons carrying it out;

ensure that first aid facilities are available to all.

The Town Clerk and the Management Team will;

- evaluate all hazards in the Authority relating to accidents at work, health risks at work, loss or damage to Authority property and risks to the public;
- ensure that all liability is covered by insurance;
- annually review the performances of the Authority in the field of safety, health and welfare and develop after consultation with the relevant employee representatives, an annual safety, health and welfare programme.

Each Manager will:

- be directly responsible for his/her function's safety, health and welfare policy and programme;
- ensure welfare responsibilities are properly assigned and accepted at all levels and that they are fulfilled;
- insofar as it is in his/her direct power, plan for adequate staff, funds and materials to meet the safety, health and welfare programme;
- attend or be represented at departmental safety meetings;
- ensure that adequate first aid facilities are available to all staff in the function;
- participate with the Town Clerk and other Managers in evaluating risks in the Authority, ensuring that all liability is covered by insurance, reviewing the performance of the Authority and developing an annual safety, health and welfare programme.

Employee's Responsibilities

Under the Act the employees of this Authority have responsibilities as follows:

- nominate safety representatives;
- carry out their duties without endangering the health and safety of themselves, their colleagues and the general public;
- comply with all instructions appertaining to safety, all statutory provisions and local codes of practice/precautionary measures;
- endeavour to facilitate the implementation of the safety policies of their Authority, department and section;
- not to interfere with or misuse anything provided in the interests of Health, Safety or Welfare.

General

This Policy Statement must be read in conjunction with the relevant employees safety manuals.