



# Peacehaven Town Council

## Health & Safety policy statement

The Health & Safety Policy of Peacehaven Town Council is to:

- Ensure that its staff and employees are trained and fully conversant with regard to the appropriate health and safety legislation and the Council's own Health & Safety Policies and Procedures.
- Take all appropriate measures to safeguard the health and safety of members of the public that frequent the Council's premises.
- Ensure that any work undertaken by the Council's own staff and employees when carried out within the designated boundaries of Peacehaven is performed safely and members of the public are protected at all times when this work is executed.
- Ensure that when Contractors and Subcontractors are employed to carry out work for the Council that Section 3 of the Health & Safety at Work etc Act 1974 is adhered to, to ensure the protection of employees and members of the public and that the work is carried out safely.
- Every employee of the Council and elected Councillors must co-operate to enable all statutory duties be complied with. Each individual has a legal obligation to take reasonable care to their own health and safety when on Council premises or acting on behalf of the Council and for the safety of other people who may be affected by their acts or omissions.
- Ensure that health and safety within the remit of the Council is taken to the highest standard to ensure that it provides a safe service to the public, staff, and employees within the boundaries of Peacehaven.

**Signed:**

[Signature box]

George Dyson, Town Clerk

**Signed:**

[Signature box]

Deborah Donovan, Chair of Council

**Date:**

21<sup>st</sup> May 2024

**Date:**

21<sup>st</sup> May 2024

## **Responsibilities for Health & Safety**

- 1.1. The Town Clerk has the overall and final responsibility for health and safety.
- 1.2. The day-to-day responsibility for ensuring that this policy is put into practice is delegated to individual line managers, including:
  - The Town Clerk
  - The Meetings and Projects Officer
  - The Parks Officer
  - The Senior Caretaker
- 1.3. To ensure that health and safety standards are maintained and improved, the following People and Committees have responsibility in the following areas:
  - The Policy and Finance Committee are responsible for the regular review and monitoring of all Council policies, including that of health and safety.
  - The Personnel Committee are responsible for consulting with Employees and monitoring any work related ill health.
  - The Information and Bookings Officer is responsible for checking that all hirers complete suitable and sufficient risk assessments for the use of Peacehaven Town Council facilities.
  - Every Committee is responsible for considering the health and safety implications of the resolutions they make.
- 1.4. All Employees must:
  - Co-operate with supervisors and managers on health and safety matters.
  - Take reasonable care of their own health and safety
  - Report all health and safety concerns to the appropriate person as detailed above.

## **Arrangements for Health & Safety**

### **2.1. Risk Assessments and Safe Systems of Work**

- Risk assessments shall be completed for all facilities, events, and undertakings by Peacehaven Town Council.
- Safe systems of work will be in place and enforced for any activities identified as high risk.

- Risk assessments shall be reviewed regularly or following any changes to the activity or conditions.
- The significant findings of risks assessments shall be shared with relevant employees and made available to anyone upon request.
- Line managers shall ensure that risk assessments are completed for the undertakings of the staff for whom they are responsible.

## 2.2. Training

- Employees and sub-contractors shall be given a health and safety induction upon commencement of duties at Peacehaven Town Council.
- Employees will be provided with any personal protective equipment necessary to carry out their duties safely.
- Remote and lone working policies are in place to ensure the health and safety of all employees, whether working from Community House or elsewhere.
- Sufficient employees shall be trained as First Aiders and Fire Marshals.
- Manual Handling Training will be given to any employees whose job roles include any form of manual handling.
- Staff with responsibilities for undertaking risk assessments shall receive suitable training in risk assessing.
- Other appropriate training shall be provided in line with the Council's Training Plan.

## 2.3. Consultation

- Employees will be consulted on any changes to health and safety that are relevant to their undertakings.
- Line managers will discuss any health and safety concerns or changes with the staff for whom they are responsible on a regular basis.

## 2.4. Evacuation

- Signage around the building shall show clearly the designated escape routes.
- Emergency lighting ensures that escape routes remain lit in the event of a power failure.
- All escape routes are to be kept clear at all times and regular checks are made to ensure this.
- Evacuation plans are tested at least once annually and updated where necessary.