

Swaffham Town Council

HEALTH AND SAFETY POLICY

1. General Statement of Policy

- 1.1. Swaffham Town Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2. The allocation of duties for safety matters and the particular arrangements which the Town Clerk will make to implement the policy are set out below.
- 1.3. The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

2. Responsibilities

- 1.4. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Town Council of Swaffham. The Town Clerk (or such designated officer) is responsible for this policy being carried out at all the Council's premises.
- 1.5. The following supervisors are responsible for safety in particular areas: -

Supervisor	Area	Any Special Responsibility
Town Clerk	Town Hall	
Works Manager	Play Areas/Open Spaces, Cemetery & Public Toilets	

- 2.3 All employees have the responsibility to co-operate with supervisors and/or line managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.5 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.
- 2.6 The Accident Record Book is kept in the Town Hall.

3. First Aid

- 3.1. First Aid boxes are located as follows:
 - Box 1: The downstairs kitchen at the Town Hall
 - Box 2: The Council Chamber kitchen in the Town Hall
 - Box 3: The Staff Kitchen at the Town Hall
 - Box 4: The Chapel at the Brandon Road Cemetery
 - Box 5: The Workshop at the Brandon Road Cemetery
 - Box 6&7 The Town Council Trucks

- 3.2 Appointed persons responsible for boxes are:

The Works Manager shall check the contents periodically and liaise with the Office Administrator for replenishment of supplies/contents.

4. Fire Safety

- 4.1. Fire extinguishers shall be visually inspected weekly in the Town Hall by the Caretaker. Fire extinguishers shall be maintained annually (currently APF Safety Services Ltd, 6 Swaffham Road, Ashill, Thetford, IP25 7BT Tel: 01953 711566)
- 4.2. The fire alarm system at the Town Hall shall be tested weekly by the Receptionist & Clerical Assistant. A fire drill shall be held 6-monthly at the Town Hall. Annual electrical certificates shall be obtained on all Council occupied premises (PAT Testing).
- 4.3. Fire exits shall be kept free from obstructions.
- 4.4. Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. Training

- 5.1. The Town Clerk has overall responsibility for 'Health & Safety' training.

6. General Advice

- 6.1. General advice to all employees is attached in Annex for Emergency Evacuation & Fire Escape Procedure. General Health & Safety advice currently taken from Essential Safety & Environmental Solutions Ltd (ES & ES), Primrose Cottage, North Street, Great Dunham, Norfolk, PE32 1LR.

7. Specific Policies

- 7.1 Procedures are displayed in particular premises:
 1. Town Hall Offices
 2. Cemetery Chapel
 3. Cemetery workshop
 4. Public Toilets
 5. Outside vehicles

8. Employment of Contractors

- 8.1 Health & Safety Guidance shall be given to contractors under the latest HSE guidelines.

9. Reporting and recording accidents

- 9.1 Accidents shall be reported to the Town Clerk, Deputy Clerk or Works Manager (Line Manager) who will record them in the Accidents Record Book.

10. Smoking

- 10.1 Smoking is not allowed in any Council owned buildings (See EH (S) 003 Smoking Policy & Procedure).