

BILLERICAY TOWN COUNCIL
SAFETY POLICY STATEMENT

TO BE DISPLAYED AT ALL SITES

The "premises" shall be taken to mean:

Town Council Offices, The Loft, Crown Yard, High Street, Billericay CM12 9BX
Coach House, Crown Yard, High Street, Billericay CM12 9BX

1 Statement of General Policy

- (a) It will be the general policy of Billericay Town Council to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all our employees whilst on the Town Council's premises. This will extend in particular to the following matters:
- (i) the provision and maintenance of plant and systems of work that are safe and without risks to health;
 - (ii) the arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
 - (iii) the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees;
 - (iv) the maintenance of the premises in a condition that is safe and without risk to health and the maintenance of means of access to and egress from the premises that are safe and without such risks;
 - (v) the provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- (b) It is expected that employees will fulfil their obligations under the Health and Safety at Work etc. Act in the following respects:
- (i) take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work;
 - (ii) to co-operate with the management, as regards any duty of requirement imposed by the management or any other person by the Act, so far as is necessary to enable that duty or requirement to be performed or complied with;
 - (iii) not to interfere intentionally or recklessly with or misuse anything provided in the interests of health, safety or welfare in pursuance of the requirement of the Act.

2. Organisation for carrying out the General Policy

The Town Clerk, or in her absence, the Administrative Assistant, has overall responsibility for all matters relating to the health, safety and welfare of employees.

3. Arrangements for carrying out the General Policy

The Town Clerk will be responsible for the following:

- (i) the conducting of regular safety checks in conjunction with any appointed safety representative and reporting any defects to the relevant committees;
 - (ii) the identification of specific hazards and the giving of such information and instruction to staff concerning them as is necessary to avoid risks to health and safety;
 - (iii) ensuring that all employees and all new employees are given such information, instruction, training and supervision as is necessary to ensure health and safety at work;
 - (iv) the provision and maintenance of adequate first aid requisites;
 - (v) investigation of all accidents and hazardous occurrences involving or likely to involve personal injury; and the taking of such action as considered necessary to remove the cause of any such incident.
- (c) Each member of staff is individually responsible for reporting to the Town Clerk, or in her absence, to the Administrative Assistant, any hazardous condition which becomes apparent.

4. Fire Precautions and Procedures

The Town Clerk will be responsible for the following:

- (i) ensuring all fire fighting equipment is maintained in operable condition
- (ii) ensuring the fire precautions and evacuation procedures recommended by the ECC Fire and Rescue Service are put in place.

5. Accident Procedures

The Town Clerk will:

- (i) keep the Accident Book and make any necessary returns or reports
- (ii) keep a list of emergency telephone numbers

6. General

This Safety Policy will be revised and when necessary or appropriate to keep it up to date.