



FELIXSTOWE TOWN COUNCIL

Health & Safety Policy

General Statement of Policy

Our policy is to provide and maintain working conditions, equipment and systems of work which are safe and healthy for all our employees, and to provide information, training and supervision sufficient to maintain safety. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified below.

Responsibilities

1. The Personnel Committee are responsible for health and safety within the Council. Day to day supervision of, and implementation of, health and safety has been delegated by the Personnel Committee to the Town Clerk.

2. The following are responsible for ensuring safety in particular areas:-

Area:	Responsible Person:
Cemetery	Cemetery Superintendent
All other Council Land, property and functions	Town Clerk

3. It is the responsibility of all employees, Councillors, contractors, and visitors to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. This includes using all necessary safety equipment and following prescribed methods of working.
4. Whenever an employee, supervisor or manager notices a health or safety problem which they themselves are not able to put right, they must immediately notify the responsible person. They must also inform all the employees likely to be affected, and their safety representative if one has been appointed.
5. Every employee is expected to participate fully in achieving a healthy and safe working environment.