

## Health & Safety General Policy Statement



Folkestone Town Council recognises that it has responsibilities for the health, safety and welfare of our employees, when at work and for the health and safety of clients, visitors, contractors, suppliers and other people who visit our premises. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of employees, customers and anyone else likely to be affected by the operation of our business.

We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and for those work off-site.
- Consulting with our employees on matters affecting their health and safety.
- Providing and maintaining safe access to safe premises and equipment.
- Ensuring the safe handling, storage and use of substances.
- Managing risks from the use of display screen equipment.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees are competent, and suitably trained as necessary.
- Ensuring that any contractors working for us are competent.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with or manage contractors when they come to work at our premises, to ensure the health and safety of everyone present.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment, at induction. A Safety Handbook setting out their duties and specific health and safety rules is given to each employee.

This policy, our procedures and arrangements will be reviewed annually.

Signature ..... *M. Brady* ..... Date ..... *19/09/2024* .....

Position ..... *Town Clerk* .....

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