



SAFFRON WALDEN  
TOWN COUNCIL

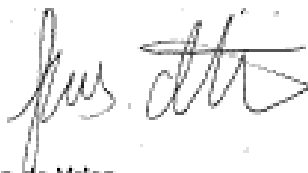
# Health and Safety Policy

| Version | Adopted Date   | Minute Reference | Review Date   |
|---------|----------------|------------------|---------------|
| 1       | December 2018  |                  | December 2019 |
| 2       | September 2020 | FC 106-20        | Sept 2021     |
| 3       | July 2021      | FC 253-21        | Sept 2022     |
| 4       | September 2022 | FC 129-22        | Oct 2023      |

## Health & Safety Policy – Statement of Intent

1. Saffron Walden Town Council (The Town Council) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Town Council protective legislation, and the Council recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Town Council, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
  - d) Making regular assessments of risks to employees
  - e) Taking appropriate preventative/protective measures as identified by risk assessment.
  - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
3. In order that the Town Council can achieve these objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Town Council or anyone else concerned, to ensure that their obligations are performed or complied with.
4. Saffron Walden Town Council will ensure adequate resources both time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Town Council and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. Saffron Walden Town Council is also committed to the continuous development and improvement of the Town Council's health and safety management system. The Town Council will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Town Council agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Town Council so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:



Cllr James de Vries  
The Council Responsible for Health and Safety  
Saffron Walden Town Council

As recorded under minute reference: FC 129-22

