



Health and Safety Policy

Full Council Approved: 7 May 2025
Due for next Review: 13 May 2026

Fleet Town Council shall, as far as reasonably practicable, ensure the health, safety and welfare of its employees, and anyone affected by the Council's undertakings in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation and guidance.

The Council will work towards continual improvement and will strive to apply best health and safety practice in all of its activities.

It is the responsibility of all employees, councillors and contractors working on behalf of the Council to work in ways that promote a healthy and safe working environment. Successful health and safety management requires active support at all levels.

The Executive Officer holds overall responsibility for the implementation of this policy.

Successful health and safety management will be achieved by:

- Involving Councillors, the Executive Officer, Employees and Contractors together with users of the Council's facilities.
- Making responsibilities clear to everyone.
- Promoting safe behaviour, health and wellbeing.
- Monitoring performance and working towards improvement.

In particular, the Council will provide the following:

- Assessments of significant and foreseeable risks and suitable measures to control those risks.
- Safe systems of work where hazards have been identified.
- Arrangements for the safe storage, handling and use of articles and substances.
- A commitment to the provision of relevant information, instruction, and training in respect of health and safety matters.
- Appropriate personal protective equipment relevant to potential health and safety concerns.
- Safe and appropriately maintained equipment and machinery.
- Facilities for employee consultation on all health and safety matters.
- Safe buildings and working environments.

In addition to these commitments, the Council will ensure that adequate resources and training are available to implement this policy and that competent health and safety advice is available to all employees. A Health & Safety Officer with ultimate responsibility will be appointed, with additional Officers allocated health and safety responsibilities as appropriate, as described in the Council's organisational arrangements.



Health and Safety Policy Organisational Arrangements

Introduction

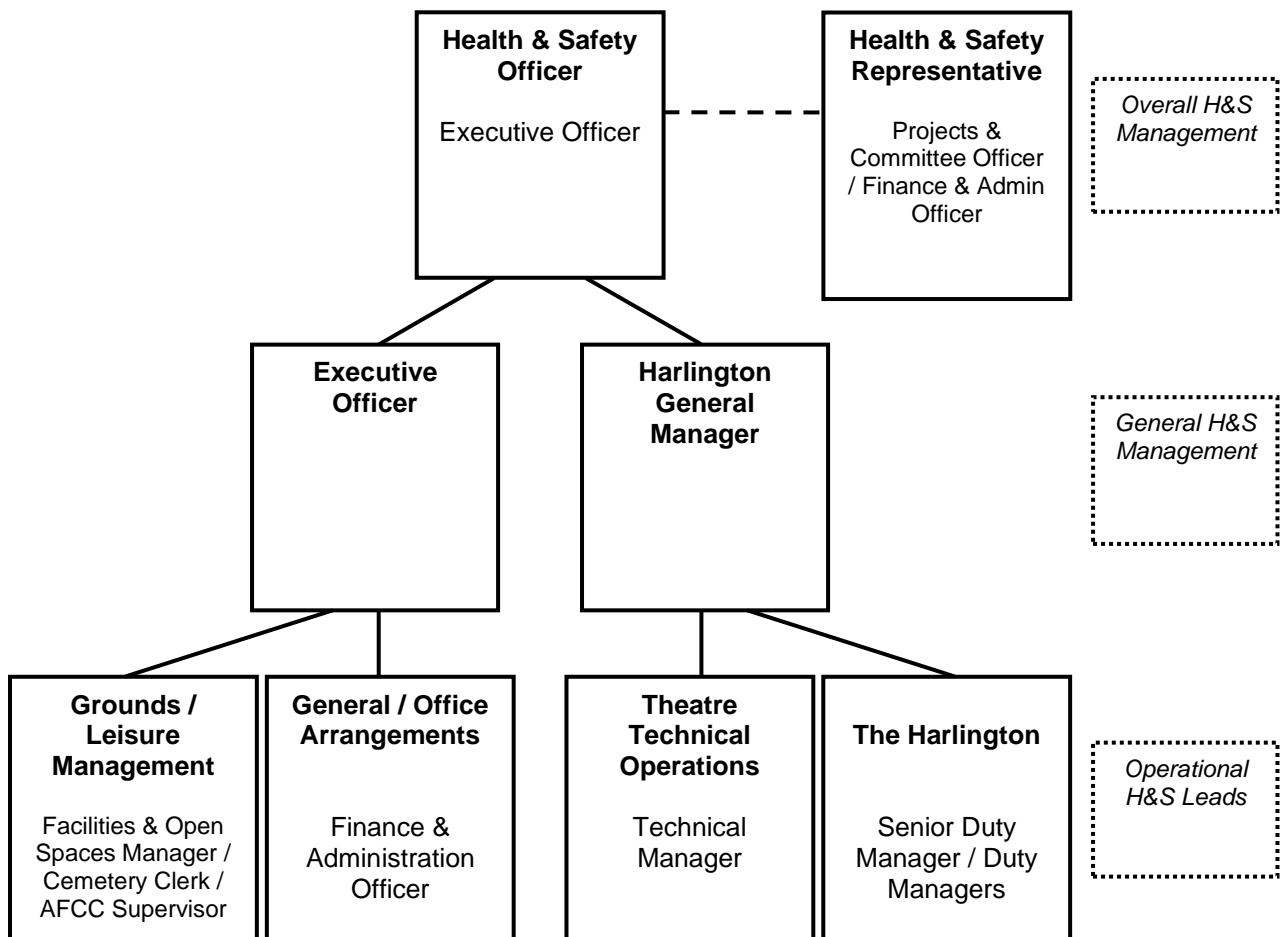
In order to comply with the obligations placed upon Fleet Town Council by current Legislation, Standards and Approved Codes of Practice, these organisational arrangements have been developed in order to effectively implement the Council's General Health & Safety Policy Statement.

The policy statement and organisational arrangements reinforces Fleet Town Council's commitment to health & safety by:

- Stating fully its intentions with regard to the health, safety and welfare of employees, guests, visitors, contractors and anyone else who might reasonably be expected to be affected by activities under the control of Fleet Town Council
- Clearly defining and allocating responsibilities to persons employed by Fleet Town Council with regard to health & safety.

Council Structure

The following organogram illustrates the structure for health & safety management within Fleet Town Council, with key responsibilities described later in this document:



Health & Safety Officer

Overall responsibility for ensuring that the objectives of the Health & Safety Policy are understood and achieved lies with the Health & Safety Officer.

With ultimate responsibility for health & safety matters at Fleet Town Council, the Health & Safety Officer will:

- Ensure adequate resources, both financial and operational, are available in order to meet the objectives of this policy and all statutory obligations.
- Make arrangements for the review of all health & safety documentation, including this policy, at least annually.
- Ensure that a safe working environment, without risks to health & safety, are maintained within all premises owned, occupied or operated by Fleet Town Council.
- Ensure that the appropriate insurance cover, which embraces both statutory requirements and business needs, is being met and maintained.
- Ensure that an appropriate level of competent health and safety advice is made available to Fleet Town Council.
- Provide overall direction and management of Fleet Town Council's health & safety arrangements.
- Utilise the services of a specialist health and safety consultant to audit the Council's health and safety at least once annually.

Health & Safety Representative

Answering directly to the Health & Safety Officer, they will assist with the implementation and monitoring of this policy by:

- Providing administrative and operational assistance to the Health & Safety Officer
- Assisting in the day-to-day monitoring and management of the Council's arrangements, as directed by the Health & Safety Officer.
- Be the nominated point of contact for health and safety matters in the absence of the Health & Safety Officer.

General Health & Safety Managers

With general responsibility for managing the Council's activities, the General Health & Safety Managers will support the Health & Safety Officer in implementing the Council's health and safety arrangements by:

- Ensuring that the objectives of the Health & Safety Policy are fully understood and observed by all employees within their departments/teams (including agency or temporary staff) and contractors.
- Putting in place arrangements to ensure that workplace risk assessments are carried out and recorded/signed off using the corporate template, and all other statutory requirements are met, as directed by the Health & Safety Officer.
- Continually monitor the effectiveness of the Health & Safety Policy and procedures, and take appropriate action if found to be deficient, drawing any deficiency to the attention of the Health & Safety Officer and to the Policy and Finance Committee as required.
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented.
- Ensure that all employees (including casual, agency or temporary staff) are provided with health & safety information, instruction and training that is appropriate to their roles, and is recorded using the corporate templates, as directed by the Health & Safety Officer.

Operational Health & Safety Leads

With day-to-day responsibility for managing the Council's activities at a team/operational level, the Operational Health & Safety Leads will support the General Health & Safety Managers in implementing the Council's health & safety arrangements and objectives by:

- Carrying out workplace risk assessments and performing other statutory functions for their operational areas, as directed by the appropriate General Health & Safety Manager.
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented and observed.
- Ensure that all employees (including agency or temporary staff) are adequately trained or supervised for their roles.
- To report any health and safety concerns to their Line Manager immediately.

The Operational Health & Safety Leads are responsible for the following functions:

Grounds/Leisure	General/Office	The Harlington	Theatre Operations
Skate park	DSE arrangements	Bars & Café	Theatre operations
Ancells Farm Comm. Centre	Office equipment and general safety	Building safety arrangements	Associated contractors
Grounds maintenance	General contractor management	Tenants and building users	
Woodlands and watercourses		Associated contractors	
Parks		Performance/events	
Outside event management		Auditorium	
Pavilions		The Point	
Playgrounds		RVS	
Cemetery			
Associated contractors			

Employees

All employees have an obligation to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. They are required to:

- Comply with all practices, policies, procedures and matters relating to health and safety.
- Not interfere with health and safety arrangements or endanger themselves or others.
- To follow all instruction and training provided.
- To report any health and safety concerns to their Line Manager/Duty Manager immediately.