

SOUTHBOROUGH TOWN COUNCIL

HSP01: The Management of Health and Safety

Policy

The Council, in the form of its elected Councillors, is committed to ensuring that it has a formal health and safety management system (HSMS) which will enable it to meet the obligations of its general statement of health and safety policy.

The purpose of this procedure is to facilitate the formulation and development of the Councils' HSMS in a structured and ongoing manner.

Responsibilities and Requirements

- The Town Clerk is ultimately responsible for the development, implementation, and review of the HSMS.
- The Town Clerk shall review, revise and re-issue the Council's general statement of health and safety policy on an annual basis.
- The health and safety advisor shall be responsible for developing health and safety management system policies and procedures, for review and authorisation by the Town Clerk.
- The health and safety policy Statement shall be issued to all Council employees.
- The health and safety procedures supporting the policy shall be issued to all main Council locations, such that all employees shall have access to them. These locations shall comprise:
 - The Civic Centre including the Council offices.
 - The Community Centre Crundwell Road.
 - The Cemetery.
 - The STC workshop/mess facilities.
 - Pennington Grounds.
- The Town Clerk shall produce an annual HSMS development plan (containing specific objectives) that shall form a section of the overall Council plan see appendix 1. This shall be aimed at improving the guidance contained in the corporate procedures for:
 - Monitoring health and safety performance through:
 - ◇ auditing.
 - ◇ inspections; and
 - ◇ accident investigation.

- Review of the standard of the corporate health and safety management system.
 - Identification and control of health and safety risks.
 - Control of fire and bomb emergencies.
- The Town Clerk shall regularly review progress in the formulation and development of the HSMS.
 - The Town Clerk shall ensure that development plans identify the resources necessary to implement operational objectives and that these resources are provided.
 - Specialist advice on health and safety issues shall be provided by external consultants.
 - The development plan shall assign specific activities to designated people.
 - The performance of the HSMS shall be reviewed as detailed in appendix 2.

Definitions

1. ***Health and safety management system:*** A composite, at any level of complexity, of personnel, resources, policies and procedure, the components of which interact in an organised way to ensure that a given task is performed, or to achieve or maintain a specified objective in a manner which gives rise to minimum risk to those who could be affected.
2. ***Health and safety objectives:*** The goals in terms of occupational health and safety performance, that an organisation sets itself to achieve, and which should be quantified whenever practicable.
3. ***Health and safety targets:*** A detailed performance requirement, quantified wherever practicable, pertaining to the organisation, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.
4. ***Outcome indicator:*** This is the evidence, preferably in a quantifiable form, that helps the Council to establish that it has met its objective.
5. ***Active performance measurement:*** This provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce achievement by rewarding good work, not to penalise failure.
6. ***Reactive performance measurement:*** These systems monitor accidents, ill health, incidents, the reporting of hazards and the weaknesses in procedures/systems of work.

Appendix 1

Health and Safety Planning

- The Town Clerk shall act as a planning coordinator and shall undertake planning activities in liaison with the safety advisor.
- The Town Clerk and safety advisor shall be responsible for.
 - producing detailed plans which enable assigned objectives to be implemented.
 - setting a schedule for ensuring that planning meetings take place.
 - identifying the expected outcomes from this planning process, which should include:
 - ◇ procedures and supporting safe systems of work (these documents will be subject to the document control procedure).
 - ◇ reviewing and revising as necessary existing procedures and safe systems of work.
 - ◇ setting targets to be achieved in order to meet the assigned objectives
 - ◇ devising an implementation schedule
 - ◇ identifying the outcome indicators which will enable the Council to verify that objectives have been met.
 - ensuring that they keep up to date with changes in legislation relevant to the Council.
 - ensuring the planning process takes into account information provided by staff as well as inspection and accident investigation reports.
 - ensuring that the planning process is recorded.
- Arrangements must be made to obtain, as appropriate, specialist advice from internal and external sources.
- The Town Clerk is responsible for submitting reports on an agreed basis to the Council members.
- All plans to implement planning objectives shall be submitted to the Council members for approval and allocation of resources before being implemented.
- The planning records and reports are quality documents and must be maintained for a minimum period of three years.

Appendix 2

Reviewing of Health and Safety Performance

- The Town Clerk and safety advisor shall review the health and safety performance of the Council as a whole at least every 12 months, in order to:
 - assess the degree of compliance with procedures.
 - identify areas or activities where procedures are absent or inadequate.
 - assess the achievement of specific objectives.
 - compare (i.e., bench-mark) the Council's achievements in health and safety with the performance of other Councils.
 - set specific objectives for the Council's HSMS development and maintenance plans.
- These reviews shall evaluate information required from the following sources:
 - inspection activities. This data shall include an analysis of both the immediate and underlying causes, trends, and common features
 - accident reporting and investigation activities. This data shall include an analysis of both the immediate and underlying causes, trends, and common features
 - auditing activities.
 - external sources regarding management practices and techniques.
 - reviews carried out by other staff (identifying successes and failures and any deficiencies in plans, standards, procedures, and systems).
- These reviews shall compare the Council's:
 - accident rates with other Councils who experience similar risks.
 - management practices and techniques with those of organisations in any industry, so as to provide a wide perspective and gain new insights on the management of similar problems.
- A HSMS maintenance and development plan shall be established and:
 - allocate responsibility for implementing these remedial actions to specified individuals.
 - set deadlines for the completion of remedial actions.
 - require completed remedial actions to be formally and positively reported to Council members via the normal management channels.
- All review and remedial action reports shall be treated as quality records and shall be kept for a minimum of three years.

Southborough Town Council



Environmental Policy

1. Introduction

1.1 Southborough Town Council is committed to supporting the creation of a sustainable community. The Council acknowledges that our activities may have an adverse impact on the environment and that we can take steps to minimise those impacts.

1.2 The Council attaches importance to matters relating to the environment and will strive to comply with, and where possible exceed, all environmental regulations, laws and codes of practice, as applicable.

1.3 The Council will strive to make a positive contribution to protecting and enhancing the local and global environment.

2. Aim of Policy

2.1 The aims of the Southborough Town Council Environmental Policy are:

- To promote the importance and value of a quality environment and its contribution to the quality of life for the community of Southborough and High Brooms;
- To support our community in its enjoyment of our local environment;
- To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment.

3. Energy and Water Management

3.1 The Town Council is committed to responsible energy management and will promote energy efficiency throughout its operation. Examples of which are:

- Encouraging staff to ensure that electrical equipment and unnecessary lights are switched off when not in use;
- Encouraging staff to close windows and external doors when heating is on;
- Encouraging staff to minimise the use of electric heaters;
- Encouraging staff, allotment holders and hirers to use water efficiently on Council premises;
- Where possible utilise water butts fed by down pipes as a non-drinking water source;

- Ensure staff and council members minimise vehicle miles driven on council business.

4. Recycling and Conservation

4.1 The Town Council will:

- Encourage the recycling of wastepaper and cardboard at all operations and where possible plastics and glass;
- Promote and encourage recycling across the Town;
- Use Recycled Paper products where feasible;
- Minimise the amount of printing and minimise the amount of waste paper;
- Observe its duty of care conscientiously with all its waste contracts;
- Utilise electronic communications wherever possible;
- Minimise pollution and prevent where possible;
- Encourage composting facilities at relevant operated amenities such as allotment sites.

5. The Natural Environment

5.1 The Town Council will:

- Seek to protect and where possible enhance the quality of the natural environment of Southborough and High Brooms and its open spaces;
- Support the conservation of trees, hedgerows, pond and streams;
- Consider the conservation and promotion of local biodiversity in all its activities but particularly with regard to the management of its land;
- Seek to manage its green spaces in a manner that promotes and protects biodiversity.

6. Awareness, Lobbying and Partnerships

6.1 The Town Council will:

- In all relevant communications promote awareness of, and information on environmental issues within the community;
- Where appropriate, act as a voice for local environmental concerns to those agencies given the statutory powers to tackle problems.
- Ensure that all individuals involved in the organisation are aware of their responsibilities in implementing this environmental policy;
- Where appropriate work with its partners to minimise the effects of noise and light pollution on the Town.

7. Sustainable Procurement

7.1 The Town Council will:

- Seek to minimise environmental damage caused through the transportation of goods by sourcing materials and services locally so long as the requirements for value for money and quality are met;
- Ensure that all catering, including tea/coffee in offices, is sourced from local, organic, fair trade or other recognised certification schemes;
- Any timber or similar products used by the Council will be from FSC certified sources;
- Commit to developing a plan to reduce and eventually stop altogether the use of pesticides/herbicides on all land management and horticultural activities.

8. Sustainable Travel

8.1 The Town Council will:

- Encourage members and officers to car-share where possible when a car journey must be made on Council business;
- Promote, and support the use of cycling, public footpaths and public transport;
- Ensure all Council vehicles are serviced and maintained to a high standard.

9. Review

9.1 This policy and its application will be subject to annual review to ensure that it continues to reflect the aims and objectives of the Council and promotes continuous environmental improvement throughout the Council's operations

Approved by Full Council on 27 September 2018