



Health & Safety Policy

Falmouth Town Council

1. Introduction

Falmouth Town Council have the freehold on three large municipal buildings in Falmouth: Princess Pavilion, Melville Road; The Town Hall, The Moor; and The Old Post Office, The Moor. Two small chapels, a former mortuary and a residential lodge are all based within the Council's Swanpool Cemetery on the outskirts of the town. The Council employ staff that carry out grounds maintenance and burial operations for this cemetery. Kimberley Park, Falmouth, is also managed by the Council. A former residential lodge and a small complex of storage buildings are at the Park. One of the buildings is used as a rest/office facility for the on-site operative who looks after the park, carrying out grounds maintenance activities and ensuring the byelaws are upheld.

The Town Hall is open to the public, it contains the Council Chamber and Mayor's Parlour where meetings are held as well as office accommodation for Cultural Services staff. Also within this building are the Town's Library and Falmouth Art Gallery.

The Old Post Office is a large building over four levels. Falmouth Information Services is located here. This service is provided by the Council and is freely accessible to the public and gives support and guidance to Falmouth residents across many areas. The head offices are located to the rear of the building, with protected entry. The Town Clerk and administration team manage the activities of the Council and its staff. On the higher floors are several offices that are rented to various businesses as well further areas for venues and meetings.

The Princess Pavilion comprises the Garden Room licensed café, a main venue area with stage and a bandstand, all accessible to the public. There are office areas from where administration takes place and backstage rooms with facilities for performers.

The Council provides the management of eight public convenience blocks and areas for where grounds maintenance operations are required such as public open spaces, sports pitches and public gardens as well as its cemeteries.

2. Policy statement

The Council recognises its responsibilities under the 1974 Health & Safety at Work Act and intends to protect from harm, its employees, members of the public, contractors/sub-contractors, and anybody else who could possibly be affected by its activities or the use of its facilities by:

- Ingraining a culture of safety throughout the organisation, with zero tolerance of deliberate actions of neglect
- Having a process in place for continuous improvement through consultation on all matters of health & safety whilst encouraging the reporting of near misses or any situation where safety could be improved
- Regular safety inspection of facilities as well as a program of scheduled statutory testing
- Assessment of risk to identify hazards and introduce control measures where the risk cannot be avoided

- Assessment of any substance to identify any potential to cause harm and put in place measures for correct storage, handling, and use
- Provision of clear understandable safe systems of work and Safe Working Practices
- Provision of safe plant, machinery & equipment that is regularly inspected, maintained & serviced
- Communication of the Council's health & safety policy and all other safety documentation
- Supervision of operations
- The provision of support as well as both technical and awareness training wherever required
- Having regular review of systems and requirements
- Carrying out regular audit of operations to ensure compliance with systems
- Provision of facilities and equipment for the welfare of its staff
- Having systems in place to control exposure to occupational hazards such as hand arm vibration syndrome and hearing loss
- Making staff aware of their responsibilities under the 1974 Health & Safety at Work Act.
- Ensuring the health & safety policy and related documents are central to the Council's undertakings by being live, available, succinct and clearly understandable.

3. Arrangements

The strategic management of Health & Safety will be the responsibility of the elected Councillor Champion, this is Councillor **Jayne Kirkham**.

The Town Clerk **Mark Williams** will be responsible for operational implementation of the policy and arrangements. This includes the implementation of health & safety management systems, the maintenance of emergency procedures. The Town Clerk oversees a management team with each manager responsible for the areas as set out below; the systems and documentation used to manage health & safety will be consistent across these areas.

Management Team

- Grounds & property; Vehicles & plant. **Simon Penna, Grounds Manager and Andrew Medlin Facilities Manager**
- Cultural Services. **Service Director, Morwenna Lewis**
- Financial management & internal systems. **Ruth Thomas, Responsible Financial Officer**
- Events. **Richard Gates, Town Manager**
- Princess Pavilion. **Chas Palmer-Williams, General Manager**
- Administration. **Val Rogers, Emily Middleditch.**

The responsibility for:

- Ingraining a culture of safety throughout the organisation, with zero tolerance of deliberate actions of neglect; lies with the **management team**.
- Having a process in place for continuous improvement through consultation on all matters of health & safety whilst encouraging the reporting of near misses or any situation where safety could be improved; lies with the **management team** and **the elected staff Safety Representatives**.
- Regular safety inspection of facilities as well as a program of scheduled statutory testing; lies with **Jonathan Wilkinson, Inspection and Properties Officer**.
- Assessment of risk to identify hazards and introduce control measures where the risk cannot be avoided; lies with the **management team**.
- Assessment of any substance to identify any potential to cause harm and put in place measures for correct storage, handling and use; lies with the **management team**.
- Provision of clear understandable safe systems of work and "Safe working practices;" lies

with the **management team**.

- Provision of safe plant, machinery & equipment that is regularly inspected, maintained & serviced; lies with **Simon Penna, Andrew Medlin and Withey Engineering, the Council's Contractor**
- Communication of the Council's health & safety policy and all other safety documentation; lies with **Mark Williams** via the **management team**.
- Supervision of operations; **Jonathan Wilkinson** and **the management team**.
- The provision of support as well as both technical and awareness training wherever required; lies with **Mark Williams** via the **management team**.
- Having regular review of systems and requirements; lies with **Councillor Jayne Kirkham, Mark Williams** and the **management team**.
- Carrying out regular audit of operations to ensure compliance with systems; lies with **Mark Williams, Andrew Medlin, Simon Penna and the Council's compliance auditors Ellis Whittam**.
- Provision of facilities and equipment for the welfare of its staff; lies with **Councillor Jayne Kirkham, Mark Williams** and the **management team**.
- Having systems in place to control exposure to occupational hazards such as hand arm vibration syndrome and hearing loss; lies with **Simon Penna, Andrew Medlin and Withey Engineering, the Council's Contractor**.
- Making staff aware of their responsibilities under the 1974 Health & Safety at work act; lies with **The Council, Councillor Jayne Kirkham, Mark Williams** and the **management team**.
- Ensuring the health & safety policy and related documents are central to FTC's undertakings by being "Live," available, succinct and clearly understandable; lies with the **Council's Finance and General Purposes Committee**.

4. Review

This Policy will be reviewed by the Council annually.

Created April 2015

Reviewed May 2016

Updated May 2017

Updated April 2018

Updated May 2021

Updated May 2022

Reviewed Sept 2023