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# **PREFACE**

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This Manual is specifically designed for use by all who have responsibility for staff or work-related activities in Bracknell Forest Borough Council, but much of the information is relevant for all staff.

The Manual provides a first point of reference for statutory obligations, Council policies and standards, and on codes of safe working practice in connection with services provided by the Authority and the work undertaken by its employees. It also contains guidance on the control of work of others who provide services to the Council, to enable those who supervise contractors and consultants to ensure that adequate performance standards are met.

Health, safety and welfare legislation is increasingly placing an obligation on the Council and its managers to fully assess risks to employees, clients and residents of the Borough and to take suitable and sufficient action to control the risks. In addition, there is a requirement to monitor and review performance in order to check that the control measures are successful and to identify areas where further action may be required. Finally, as with all efficient management systems, there is need to audit performance to enable managers at all levels to satisfy themselves that the management system is functioning correctly.

This Manual is a valuable aid to assist you in fulfilling your responsibilities under health, safety and welfare legislation and will provide you with guidance on the standards expected by the Council. You may be an experienced manager who will need only to dip into the Manual when in need of specific information or to utilise one of the numerous checklists and pro-formas available. Alternatively, you may have been appointed to a position of managerial or supervisory responsibility for the first time and will welcome the opportunity to consult the Manual about the framework which is in place for management of health, safety and welfare within the Council. All employees have duties under the Health and Safety at Work etc Act 1974 and the Manual provides you with a summary of action which may be required under various topic headings.

Under the Act, the Council is required to produce a written statement of its general policy on health, safety and welfare. This manual satisfies this requirement and sets out details of the organisational structure and commensurate accountabilities for employees at all levels. The Manual completes the picture by setting out the arrangements in place and by providing specific guidance on key issues. It will be updated regularly and is available to all employees via their manager/supervisor.

Should you require further information or advice, contact your departmental safety liaison officer or a Safety Adviser in the Environment Department in Time Square.

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