



HEALTH AND SAFETY POLICY (General Statement & Objectives)

In its capacity as an employer and as a provider of services to others, Tidworth Town Council understands its Health and Safety responsibilities and will put in place governance and arrangements to provide and maintain safe and healthy conditions of work in its premises and all other areas under its responsibility. It will also consult with its employees on all matters affecting their health and safety and place the highest priority on all matters associated with the prevention of accidents and work related ill health.

Tidworth Town Council understands its responsibility to provide information, instruction and supervision in line with the requirements of the Health and Safety at Work Act 1974 (HASAWA) and will discharge this and all other subordinate Health and Safety legislation responsibilities to deliver and maintain a positive culture of safety in the working environment. Where risks are identified appropriate assessments will be undertaken by suitably trained individuals to identify and implement proportionate controls to ensure the hazards are effectively managed.

Objectives of Tidworth Town Council Health and Safety Policy

- a) To ensure a safe, healthy working environment, for employees in all occupations working within the organisation.
- b) To eliminate or minimise risks to the health and safety of all employees, Town Councillors, contractors, hirers and visitors So Far As Is Reasonably Practicable (SFAIRP) through the provision of assessment and maintenance of safe premises, safe equipment and maintaining high standards of cleanliness and housekeeping.
- c) To ensure that effective fire precautions are implemented, including assessments, training, practices, maintenance and testing. In addition instructions regarding fire will be communicated and cascaded to all employees, Town Councillors and visitors on the procedure in the event of a fire.
- d) To ensure that practice drills for evacuation of premises are held at irregular intervals as required.
- e) To record, monitor and analyse accidents and incidents that could have led to accidents, ensuring trends identified and lessons learnt are applied to avoid repeat incidents.
- f) To ensure that all employees and Town Councillors, including new councillors are competent to do their task by receiving adequate information, instruction and training in health and safety and that they are fully aware of their responsibilities to themselves and their colleagues.



- g) To provide necessary information on health and safety, to ensure that people who could be affected by use of substances or materials are aware of the potential hazards.
- h) To ensure that activities undertaken on Council premises do not compromise the health and safety of visiting personnel.
- i) Each individual retains a responsibility for their own Duty of Care and this duty includes being accountable for:
 - taking reasonable care for the health and safety of him/herself and others
 - reporting any accidents or dangerous practice, whether associated with his/her normal duties or not
 - following any instructions designed to ensure health and safety, including fire precautions

This policy should be read in conjunction with Tidworth Town Council Health and Safety (Responsibilities) Policy and will be reviewed / updated at regular intervals.

Signed **Date**

(Print name) **Chair, Tidworth Town Council**