



HEALTH AND SAFETY POLICY (Roles and Responsibilities)

As part of Tidworth Town Council's continuing commitment towards Health and Safety in the workplace the following roles and responsibilities show a breakdown of governance and accountability against the overarching policy requirements.

Specific Responsibilities for Health and Safety

1. The Chair of the Council

- a) Will ensure that there is an effective and periodically reviewed policy for health and safety within the organisation and will personally authorise each release.
- b) Will ensure that each employee and councillor is aware of and periodically trained in the fire evacuation procedures and practice drills carried out at least twice a year.
- c) Will ensure that at least annually, fire control equipment is inspected and maintained.
- d) Will ensure that all new councillors and employees receive adequate safety training and make arrangements for such training to be refreshed at suitable intervals.
- e) Will ensure that sufficient employees are trained as First Aid appointed personnel, to meet current and future requirements, and that sufficient in-date First Aid boxes are available in the premises.
- f) Will ensure that a suitable accident/incident recording procedure is implemented, maintained, and monitored.

2. Employees and Councillors with Specific Areas of Responsibilities: (Chair, Deputy, Committee Chairs, etc.)

- a) Will maintain safe standards through the establishment of safety maintenance schemes.
- b) Will ensure that all work necessary to ensure the health and safety of employees, or others, is carried out promptly.
- c) Will discuss matters of safety with employees, or others, as required.
- d) Will ensure that any work performed is by the correct method.
- e) Will maintain good housekeeping within their areas of responsibility at all times.
- f) Will use appropriately trained personnel to investigate all accidents promptly to discover their root cause, identify trends, and eliminate reoccurrence.



All Councillors, Employees, Externally Contracted Staff, and Hirers

Employees of Tidworth Town Council, including all councillors and staff contracting with external sources retain specific responsibilities for health and safety. In particular, they are to ensure that external sources:

- will receive a copy of the health and safety policy and will refer all comments to the Chair
- will make themselves familiar with and conform to the safety rules at all times
- will report all accidents to the Chair
- will report all damaged and faulty equipment to the Chair, who will arrange for the appropriate maintenance to be carried out
- should make suggestions to improve health and safety to the Chair

(If the Chair is not available, the accident or the damaged/faulty equipment is to be reported to a member of Tidworth Town Council staff.)

Evacuation Procedures

Alarm bells indicating the requirement to evacuate will either ring automatically or be activated (by the person discovering the fire or incident) by breaking the glass as directed on the alarm units.

or

By the person in charge telling the occupants to evacuate the building.

When alarm bells sound, the following procedures will be carried out:

- a) The person discovering the fire or incident should immediately telephone the Fire Service, using the emergency 999 number. This should not be done from within the premises if risk to life is threatened.
- b) All employees, town councillors, contractors, and hirers will immediately vacate the building, ensuring that any visitors within their vicinity are escorted, by the nearest available exit. NO ATTEMPT to collect personal effects should be made.
- c) Details of ALL who were on the premises at the time of the evacuation, will be collated by the senior member of staff present. If the building is solely occupied by hirers, the person in charge will be responsible.
- d) All persons evacuating from the building will go to the designated fire assembly point in the Civic Centre car park-where the Town Clerk or another member of staff (or if the building is solely occupied by hirers, the person in charge) will take a roll call to ensure that all who were in the building are accounted for.
- e) The senior member of staff present (or the person responsible for the hiring) will be responsible for liaising with the Fire and Police services and will ensure that everyone carries out their instructions.



- f) NO-ONE WILL re-enter the building until authorised to do so by the Fire Service.

First Aid

The Chair will ensure that First Aid boxes are provided and maintained, and that an accident/incident book with sufficient First Aid appointed personnel are available.

The following procedures will be carried out:

- a) The names and work places of First Aid appointed personnel are to be displayed at each First Aid post, together with clear instructions for summoning outside medical assistance.
- b) The First Aid appointed personnel will ensure that the First Aid boxes provided are reasonably accessible to all employees, town councillors and visitors at all times and that they are monitored and maintained.
- c) First Aid treatment will be carried out, whenever possible, by a qualified first aider. If a First Aider is not available call 999.
- d) The First Aid appointed person (or in their absence the Chair) will ensure that the accident/incident book is completed with details of date, time, name of patient, location and nature of injury; also the place the accident occurred. Details of near accidents will similarly be recorded.
- e) All cases requiring referral of a person to hospital will be notified to the Chair, or in their absence the Chair of the Community Engagement Committee, or any councillor. This is to be done as soon as possible after the accident, saying which hospital the person has been taken to.

Whilst every effort will be made to ensure that a First Aid appointed person is present within the premises of Tidworth Town Council, there may be occasions when this is not possible. On these occasions the most senior member of staff or the person in charge of hiring will take control and ensure that urgent appropriate action is undertaken to ensure that adequate medical treatment is provided. In such circumstances, a copy of the accident/incident book entry will be forwarded to the Chair who will investigate the circumstances to establish if First Aider requirements need to be altered.

This policy should be read in conjunction with Tidworth Town Council's Health and Safety (General Statement and Objectives) Policy.

Signed  Date 12/2/25
(Print name) CAROLE R. WEBB Chair, Tidworth Town Council