



## Health & Safety Policy

The council recognises and accepts its responsibility as an employer for providing a safe and healthy working and operating environment and for taking all due care to protect the safety of its employees and members of the public who use its facilities. Accordingly it will, so far as is reasonable and practicable, take steps to meet this responsibility paying particular attention to the provision and maintenance of:-

- a) Plant, equipment and systems of work that are safe.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- d) Safe places of work and safe access to them. Safe public areas where these are under Town Council control.
- e) A safe and healthy working and operating environment.
- f) Adequate facilities for welfare at work.

All employees and members of the public are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to co-operate with others who may be affected by their acts or omissions and to co-operate with council staff to secure compliance with statutory duties placed upon them. This is in addition to the responsibility of the council and its managers/ supervisors for ensuring generally safe conditions of work. You must not do anything that could threaten the health or safety of yourself, fellow employees, customers or members of the public. (Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999)

Employees shall at all times make full use of appropriate safety equipment, devices and protective clothing and report any accidents, unsafe practices, systems of work and damage to plant to their immediate supervisor or to the Clerk to the Council.

Smoking including e-cigarettes is not permitted on the council's premises.

No alcohol or drugs are allowed on the council's premises other than those drugs medically prescribed.

The policy will be reviewed from time to time and may be updated.

Make yourself familiar with health and safety policy and your health and safety duties and responsibilities.