



ANDOVER TOWN COUNCIL

HEALTH AND SAFETY POLICY – 2017 (JUNE 2017)

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1. Introduction

This policy sets out the Town Council's commitment to the health, safety and wellbeing of those working for it and anyone else who interacts with the services that the Town Council provides.

As an employer, the Town Council is aware of its general duties under the Health and Safety at Work etc. Act 1974 and its specific duties under the Management of Health and Safety at Work Regulations 1999. Where additional legislation relates to its employees and others who may be affected can work safely without risk to their safety or health.

The Town Council will monitor and review this policy and associated documentation as necessary, at least every three years, unless any significant changes occur in the meantime.

"Andover Town Council is committed to the health, safety and wellbeing of its employees, customers and anyone who interacts with our services. We strive to create an environment in which our employees feel that their health, safety and wellbeing is integral to the organisation. We encourage everyone to be part of this positive culture so that we can continue to improve our standards".

2. Statement

Andover Town Council is fully committed to complying with its statutory duties under the Health and Safety at Work etc. Act 1974 and associated legislation. The Council values the health, safety and wellbeing of its employees and will take all reasonably practicable measures to ensure a safe and healthy working environment for all employees, contractors, the public and others that may be affected by its activities.

The Council recognises that good health, safety and wellbeing is integral to its organisational and business performance and its service delivery decisions will always consider the impact on health, safety and wellbeing. This will help deliver the Council's philosophy of a positive safety culture.

The Council will maintain an appropriate health and safety management system and organisation structure to support its statutory duties. It will:

- Assess risks and put adequate control measures in place
- Consult with employees on matters affecting their health and safety
- Provide and maintain a safe place of work with safe plant, equipment and personal protective equipment
- Ensure safe use, handling and storage of substances
- Provide information, instruction, training and supervision for employees to ensure that they are competent to carry out their tasks
- Prevent incidents, injuries and cases of work-related ill-health
- Maintain safe and healthy working conditions



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All employees are required to follow this health and safety policy at all times and adhere to their own statutory requirements. The Council encourages any comments over health and safety in the workplace and will actively seek to rectify any areas of concern.

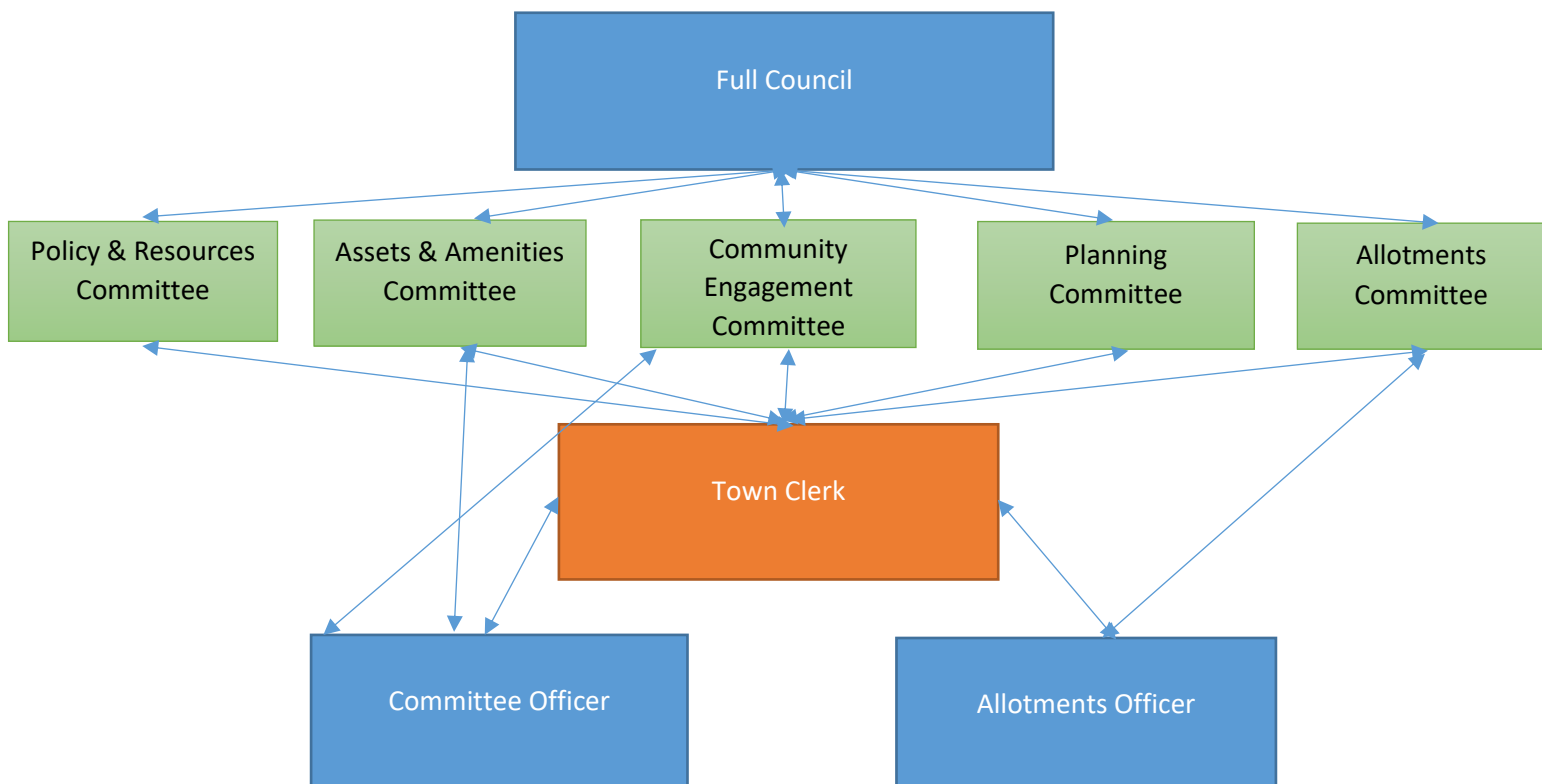
All contractors and others employed by Andover Town Council to perform work or provide service are required to maintain health and safety standards in accordance with this policy.

The effectiveness of this policy will be monitored and reviewed as necessary, at least every three years or when circumstances otherwise dictate.

Councillor
Chairman of Andover Town Council

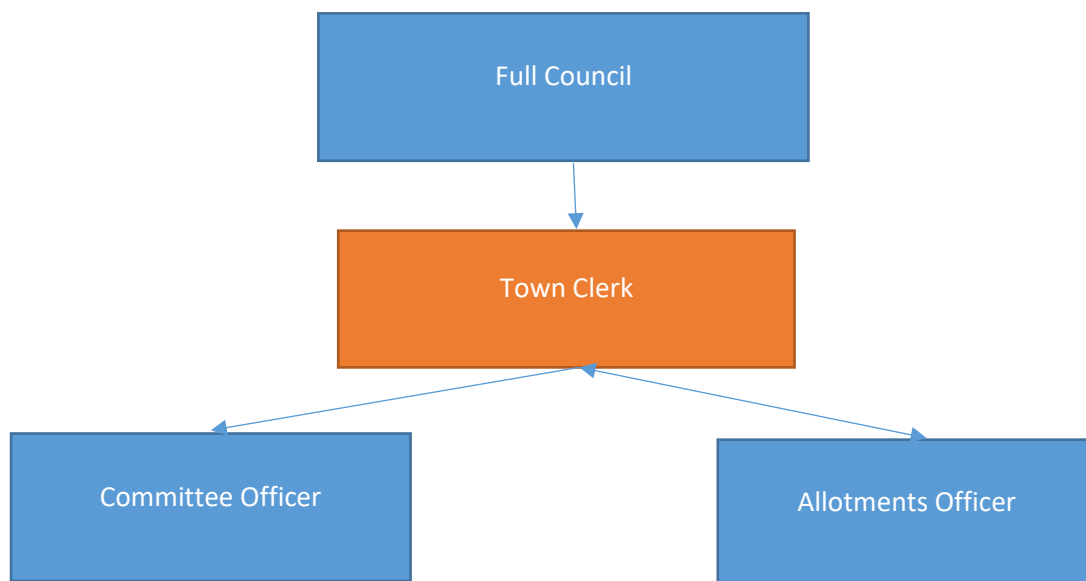
Wendy Coulter
Town Clerk

3. Organisation





3.2 Organisation Health and Safety Responsibilities



4. Responsibilities

Full Council has the responsibility for the management and monitoring of health and safety provision across the whole of the Council’s undertakings. The Town Clerk is the primary duty holder for health and safety across the Council’s undertakings.

1. Ensure that adequate financial and other resources are provided, so that the health and safety policy can achieve its aims
2. Give due regard to requests from the Town Clerk for financial and other resources to meet statutory duties and other obligations regarding health and safety management
3. Ensure that the Town Clerk has in place an effective health and safety policy and management system, which will ensure that all health and safety hazards and risks within the Council are adequately controlled
4. Require the Town Clerk to be able to confirm, during the reporting period; health and safety performance, any major incidents or failure in the health and safety management system, accident history and key improvements to health and safety that have been implemented.



4.1 Town Clerk

1. Overall responsibility for health and safety throughout the Council.
2. Support the Committee Officer and Allotments Officer to fulfil their health and safety responsibilities
3. Preparation of an effective health and safety policy statement, organisation for carrying out that policy, measures for ensuring that it is implemented and communicated to all employees
4. Ensure that health and safety policy is reviewed, at least every three years or when circumstances otherwise dictate
5. Ensure that health and safety is given an appropriately high priority and is not compromised, so putting employees and or other persons at risk to their health and safety
6. Ensure that adequate financial and other resources are available to meet statutory duties and requirements of this health and safety policy
7. Ensure that the Council has adequately trained a member of staff to act as a competent Health and Safety Officer for the purpose of advising on meeting its statutory duties and for advising and monitoring health and safety
8. Set a personal example at all times with respect to health and safety.

4.2 Committee Officer and Allotments Officer

1. Ensure that they are aware of the health and safety policy and understand their responsibilities for effective health and safety
2. Ensure compliance with the Town Council's health and safety management system
3. Support and promote health and safety continuous improvement
4. Monitor and review health and safety processes and performance in their areas of remit and ensure regular health and safety audits and inspections are carried out and outcomes of these are completed within the agreed timescales
5. Ensure suitable and sufficient risk assessments are in place to eliminate or control and reduce risks to acceptable levels including those required under relevant statutory provisions and ensure these are supported by method statements where required
6. Ensure that all accidents, incidents and near misses that are work-related or happen on Council premises are reported using the incident report form as soon as possible and no more than 5 days after the accident or incident and an appropriate investigation takes place promptly with remedial actions implemented to prevent a similar occurrence.
7. Ensure that competent contractors with the correct skills, knowledge, attitude, training and experience are employed.
8. Set a personal example at all times with respect to health and safety

The following may also apply:

9. Ensure that for any premises under their direct control or management (i.e. for a meeting), adequate arrangements are in place for fire safety management and supported by a suitable and sufficient fire risk assessment completed by a competent person.



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10. Ensure that workplace welfare, housekeeping and general safety requirements are effectively managed.
11. Ensure that all materials, plant, vehicles, equipment and personal protective equipment procured for use, comply with legislation, commercial and any other specific standards which ensure that it is safe and without risk to health when used correctly
12. Ensure that all plant, vehicles and equipment is adequately maintained and subjected to statutory examinations where appropriate and relevant records are kept.
13. Ensure that all employees are provided with the correct level of personal protective equipment as identified by risk assessments and that it is maintained or replaced when necessary
14. Ensure arrangements are in place which require that health and safety aspects are specifically included and considered in contracts and that all contractors employed are competent. Monitor and review contractors' health and safety processes and performance.

5. Document Information

Title:	Health and Safety Policy
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Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
Review Frequency:	Every three years or if change occurs
Next Review:	May 2020

5.1 Document Control

Date	Version	Description	Sections Affected	Approved by
April 2017	1	1 st Draft	All	Policy & Resources Committee