ANDOVER TOWN COUNCIL

Health & Safety Policy

1. Statement of Commitment

1.1 Andover Town Council (ATC) is committed to ensuring, protecting so far as is reasonably practicable, the health, safety and welfare of its employees, Members, contractors, volunteers and members of the public..

1.2 The Council will comply with all relevant health and safety legislation, including:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

1.3 The Council recognises that effective health and safety management is an integral part of good governance and service delivery.

---

2. Purpose and Scope

2.1 This policy explains the Council's commitment to health and safety and how it will manage it.

2.2 It applies to:

- All employees and councillors
- Contractors working on behalf of the Council
- Volunteers
- All Council premises, activities and events

---

3. Policy Objectives

3.1 The Council aims to:

- Provide a safe working environment
- Prevent accidents, injuries and work-related ill health
- Ensure compliance with legal duties
- Promote a positive health and safety culture
- Ensure risks are identified, assessed and controlled

Version	Date	Minute Number	Approved by	Review Date
1.1 (26)	1 July 2026		Policy and Resources	Annual
			Full Council	

4. Responsibilities

4.1 Full Council

- Overall responsibility for health and safety
- Adoption and annual review of this policy
- Ensuring adequate resources are available

4.2 Policy & Resources Committee

- Oversight of health and safety arrangements
- Monitoring compliance and incidents
- Reviewing significant risks

4.3 Town Clerk

The Town Clerk is the Council's designated person for Health & Safety and will:

- Implement this policy
- Ensure risk assessments are carried out and reviewed
- Ensure staff receive appropriate training
- Maintain records of accidents and incidents
- Ensure safe systems of work are in place
- Liaise with external contractors and authorities

4.4 Employees.

Employees must:

- Take reasonable care of their own health and safety
- Follow Council procedures and instructions
- Use equipment safely
- Report hazards, incidents or concerns promptly

4.5 Councillors

Councillors must:

- Consider health and safety in decision-making
- Support implementation of this policy

4.6 Contractors

Contractors working for the Council must:

- Provide risk assessments and method statements where appropriate
- Comply with relevant legislation
- Ensure the safety of their employees and the public

---

5. Risk Management

5.1 The Council will carry out appropriate risk assessments for all relevant activities.

5.2 Risk assessments will:

- Identify hazards
- Evaluate risks (likelihood and impact)
- Identify control measures

5.3 Risk assessments will be:

- Reviewed regularly
- Updated following incidents or changes in activity

5.4 This policy should be read alongside the Council's:

- Risk Management Policy
- Risk Management Scheme

---

6. Safe Systems of Work

6.1 The Council will ensure that:

- Equipment is safe and properly maintained

- Work activities are planned and supervised
- Staff are trained and competent
- Personal Protective Equipment (PPE) is provided where required

---

7. Events and Public Activities

7.1 For all events organised or supported by the Council, the following must be in place:

- A documented risk assessment must be completed
- Appropriate safety measures must be implemented
- Emergency procedures must be in place

7.2 Contractors and partners must provide the following where relevant:

- Public liability insurance
- Relevant safety documentation

---

8. Accidents and Incident Reporting

8.1 All accidents, incidents and near misses must be reported to the Town Clerk.

8.2 Records will be kept in an accident log.

8.3 The Council will comply with RIDDOR reporting requirements where applicable.

8.4 Incidents will be reviewed to identify lessons learned and prevent recurrence.

---

9. Training and Communication

9.1 The Council will:

- Provide appropriate health and safety training
- Ensure new employees receive induction
- Provide refresher training where required

9.2 Health and safety information will be communicated effectively to:

- Employees
- Members

Version	Date	Minute Number	Approved by	Review Date
1.1 (26)	1 July 2026		Policy and Resources	Annual
			Full Council	

- Relevant external parties

---

10. Emergency Procedures

10.1 The Council will maintain procedures for:

- Fire safety
- First aid
- Evacuation

10.2 Emergency contact details will be kept up to date and accessible.

---

11. Monitoring and Review

11.1 Health and safety performance will be monitored through:

- Risk assessments
- Incident reporting
- Internal review

11.2 This policy will be reviewed and updated:

- Updated following legislative or operational changes

---

12. Conclusion

12.1 The Council is committed to continuous improvement in health and safety performance.

12.2 All employees, Members and contractors are expected to contribute to maintaining a safe and healthy environment.

Version	Date	Minute Number	Approved by	Review Date
1.1 (26)	1 July 2026		Policy and Resources	Annual
			Full Council	