



ANDOVER TOWN COUNCIL

HEALTH & SAFETY POLICY – 2019 (March 2019)

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.



- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

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 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 maybe 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 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 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 supports its statutory duties. It will:

- Assess risks and put adequate control measures in place.
- Consult with employees on matters affecting their health & 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.



3. 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.

- Ensure that adequate financial and other resources are provided, so that the health and safety policy can achieve its aims.
- 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.
- 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.
- 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. Town Clerk

- Overall responsibility for health and safety throughout the Council.
- Support the Committee Officer and Allotment Officer to fulfil their health and safety responsibilities.
- 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.
- Ensure that the health and safety policy is reviewed, at least every three years or when circumstances otherwise dictate.
- 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.
- Ensure that adequate financial and other resources are available to meet statutory duties and requirements of the health and safety policy.
- 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.
- Set an example at all times with respect to health and safety.

5. Committee Officer and Allotment Officer

- Ensure that they are aware of the health and safety policy and understand their responsibilities for effective health and safety.
- Ensure compliance with the Town Council's health and safety management system.
- Support and promote health and safety continuous improvement.



- 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.
- 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.
- 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.
- Ensure that competent contractors with the correct skills, knowledge, attitude, training and experience are employed.
- Set a personal example at all times with respect to health and safety.

The following may also apply:

- 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.
- Ensure that workplace welfare, housekeeping and general safety requirements are effectively managed.
- Ensure that all materials, plant, vehicles 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 safety when used correctly.
- Ensure that all plant, vehicles and equipment is adequately maintained and subjected to statutory examinations where appropriate and relevant records are kept.
- 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.
- 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.

6. Document Information

Title:	Health and Safety Policy
Status:	2 nd Draft
Version:	14 March 2019
Consultation:	Policy & Resources Committee
Approved by:	Council
Approval Date:	14 March 2019
Review Frequency:	Every three years or if change occurs
Next Review:	March 2022



7. Document Control

Date	Version	Description	Sections Affected	Approved by
Nov 2016	1	1 st Draft	All	Policy & Resources Committee
Mar 2019	2	2 nd Draft	All	Council

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.