

WINSLOW TOWN COUNCIL



Health & Safety Policy

WTC, as an employer that now has five or more employees, is required by law to document its Health & Safety Policy and Risk Assessments. This Policy is drafted to comply with HSE guidance.

Responsibility

The Clerk to the Council has overall and final responsibility for health and safety.

All staff members have day-to-day responsibility for ensuring this policy is put into practice.

General Statements of Policy

Winslow Town Council seeks to prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace by completing relevant risk assessments and implementing the actions arising out of those assessments, and by:

- the provision of clear instructions and information, and adequate training, to ensure employees are competent to do their work;
- engagement and consultation with employees on day-to-day health and safety issues;
- the implementation of emergency procedures including for evacuation in case of fire or other significant incident; and
- the maintenance of safe and healthy working conditions, the provision and maintenance of suitable work equipment, and ensuring that hazardous substances are stored and used in a safe manner.

Miscellaneous Arrangements

The Health & Safety Law poster shall be displayed in the ground floor kitchen.

The First Aid Box shall be located in the ground floor kitchen.

The Accident Book shall be kept by the Clerk to the Council.

Copies of all Risk Assessments and other associated documents shall be kept by the Administrator.

V24.1

Revised 16/05/24