



PATCHWAY TOWN COUNCIL
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www.patchwaytowncouncil.gov.uk

Health and Safety Policy

General Statement of Policy

It is the policy of Patchway Town Council to comply with the terms of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe working environment. Patchway Town Council's health and safety objective is as follows:

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Occupational accidents and Illnesses, ultimately achieving a safe and accident free workplace.

All employees will be provided with such equipment, information, training and supervision as will be necessary to implement the policy and achieve the objective.

Patchway Town Council recognise and accept their duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst Patchway Town Council will take all reasonable care to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

Patchway Town Council will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their immediate duty to report this to the Town Clerk or Deputy Clerk.

An effective health and safety Programme requires continuous communication between employees at all levels and the Town Council. It is therefore, every employee's responsibility to report immediately any situation that could jeopardise their wellbeing or that of any other person.

ALL injuries, however small, sustained by a Patchway Town Council employee at work or any person on Patchway Town Council controlled property must be reported to the Town Clerk, or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Patchway Town Council's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of the Town Council's operations occur. Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation.

Adopted: 16th May 2023
Review: May 2024