



POLICY STATEMENT HEALTH AND SAFETY

OVERVIEW

Romsey Town Council will take all steps to ensure the Health, Safety and Welfare of all its employees at work.

It will also take responsibility for the Health and Safety of visitors to the Town Hall. The Town Council will adhere to the requirements of the Health and Safety at Work Act 1974, the management of Health and Safety at Work regulations 1999, and other relevant Health and Safety legislation and codes of practice.

To achieve those objectives, it will appoint a designated member of staff to be responsible for the Council's Health and Safety, to keep the workplace health, safety and welfare procedures under review, to liaise with Health and Safety executive where necessary and to keep the Council informed of new legislation, (regulations and British Standard) in order to ensure on-going, compliance with the law.

DETAIL

The Council will:-

- Establish, maintain regularly and review safety systems and risk assessments [using the Risk Wizard on-line programs](#).
- Make regular risk assessments available to employees.
- Take appropriate preventative/protective measures.
- Provide adequate and competent supervision of all activities involving risk
- Ensure appropriate training in Health and Safety is delivered
- Establish and maintain systems for consulting employees about Health and Safety issues
- Maintain accurate record of accidents and other events with Health and Safety implications and review and monitor those records to establish what remedial action, if any, should be taken.
- Appoint competent personnel, [Building Manager](#), to secure compliance with statutory duties, and to undertake reviews of policies as necessary.
- [Subscribe to the HSE bulletin and update service](#).

LAST REVIEWED: January 2022

NEXT REVIEW DATE: January 2027