



HOLYWELL TOWN COUNCIL

HEALTH & SAFETY POLICY

Holywell Town Council

HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement of Holywell Town Council:

Holywell Town Council recognises and accepts its responsibility for providing a safe and healthy environment for its members, staff, volunteers, visitors, and for anyone affected by its activities. The Council maintains this policy for the management of health and safety as a top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by the Health and Safety at Work Act 1974. The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our staff on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable.
- To prevent accidents and activity-related ill health as far as is reasonably practicable.
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides.

The Town Clerk and the Council's Resources Committee have operational responsibility for day to day health and safety matters in the workplace, although overall responsibility is with the Council.

WORK HEALTH AND WELLBEING

1. Plan

Construct mechanisms in the business system to identify and monitor Work Health and Wellbeing. Look objectively at shortfalls, identify corrective measures and improvements.

2. Implement

Monitor staff and members by regular engagement outside the workspace, thereby creating a relaxing environment to ensure effective wellbeing. Outside the workplace eliminates distractions and focuses on wellbeing.

3. Evaluate

Evaluate the engagements and actively pursue all identified improvements. Set a time scale ensuring improvements are completed in good time. The meetings to be at an agreed frequency and given high importance.

All Holywell Town Council Policies are approved by full Council and subject to an annual review.

.....
Town Mayor & Chair of the Council