



**GILLINGHAM TOWN COUNCIL**  
**The Town Hall, School Road, Gillingham, Dorset SP8 4QR**

## **GENERAL STATEMENT OF HEALTH & SAFETY POLICY**

**1<sup>st</sup> March 2018**

**Gillingham Town Council, under the Health and Safety at Work Etc Act 1974 (HASAWA), is responsible for ensuring the Health, Safety and Welfare of any persons who may be affected by the activities of Gillingham Town Council.**

It is the policy of Gillingham Town Council to strive to prevent accidental loss through personal injury, ill health and damage to equipment and property and to continually maintain a safe and healthy place of work. We will seek to ensure, 'so far as is reasonably practicable' that:

- The means of access to and exit from Gillingham Town Council premises are maintained or are in a condition, which is safe, and without risk to the health of its contractors and staff.
- The environment in which the contractors and staff have access is maintained or is in a condition, which is safe, and without risk to health.
- All plant, equipment and methods of working are safe and without risk to health.
- Arrangements for the use, handling, storage and transport of articles and substances at work are adequate, to prevent risk to safety and health.
- All visitors are provided with the information, instruction, training supervision and equipment necessary to ensure their health, safety and welfare at work.
- Adequate facilities are provided for the welfare of all its contractors and staff so far as is practicable.

A formal and systematic procedure for the management of health and safety within Gillingham Town Council will be implemented and appropriately resourced. This will incorporate the necessary organisation, arrangements and monitoring procedures required to achieve the proper working standards of safety and health. The organisation will provide a Health and Safety representative to ensure these standards, by maintaining appropriate consultative arrangement and by meeting the aims of this policy.

In seeking to achieve the objectives of the organisation:

- The Gillingham Town Council will appoint an internal Health and Safety Adviser, with the option to obtain external, independent safety advice and guidance when required.
- Health and Safety implications will be considered when planning projects or new procedures in respect of construction, alteration and maintenance of buildings and the procurement and installation, or re-location, of equipment.
- A properly planned programme of risk assessment will be implemented and maintained.
- Accidents and incidents will be fully investigated and the details recorded, where appropriate.
- Systematic measurement and monitoring of Safety Processes will be implemented and maintained.

**Every employee, while at work, has a personal responsibility to take reasonable care for the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions at work (Section 7 of the Health and Safety at Work etc Act 1974). Gillingham Town Council expects all staff to regard this duty as applicable to them and to be committed to the achievement of high standards of health and safety through co-operation with managers and colleagues.**

Signed:

Mrs S Dobie, Town Clerk - Gillingham Town Council

Dated: 1<sup>st</sup> March 2018