



# BODMIN TOWN COUNCIL

## HEALTH AND SAFETY

### 1. POLICY STATEMENT IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 SECTION 2

- 1.1 Bodmin Town Council regards the promotion of health, safety and welfare as an essential objective. It therefore recognises and accepts the requirement for providing, so far as is reasonably practicable, a safe and healthy workplace and a safe working environment for employees and further accepts its responsibility for the health and safety of other people who may be affected by the Council's activities.

The Council will do everything reasonable in its power to comply with both the spirit and the letter of legal duties imposed on it, both civil and criminal, and will endeavour as far as practicable to be an example of good practice.

- 1.2 The Council undertakes to:

- Provide a safe and healthy working environment including safe systems of work;
- Provide a health and safety organisation to effectively manage and monitor the safety arrangements;
- Increase the awareness of all employees to the responsibility for the health and safety of themselves and others;
- Ensure a systematic approach to risk assessment and control;
- Ensure that adequate resources, including the provision of competent personnel, are available to implement this policy;
- Provide and maintain plant, equipment, tools and safely manage the circumstances in which they are used to meet appropriate statutory requirements;
- Ensure safe handling, storage and use of chemicals and substances hazardous to health;
- Ensure the provision of such information, instruction and training as is necessary;
- Ensure that all staff are aware of their responsibilities and that they co-operate to achieve these aims; and
- Report and investigate all accidents and near misses to actively prevent accidents and cases of work related ill-health.

- 1.3 Bodmin Town Council recognises that no safety policy can be successful without the active participation of employees. It will therefore make and maintain suitable arrangements for consultation on matters of health, safety and welfare.

- 1.4 The allocation of responsibilities for health and safety matters and the particular arrangements which will be used to implement the policy are set out in Part 2, Organisation and Responsibilities, and Part 3, Generic Risk Assessments and Procedures, of this policy.
- 1.5 This policy will be kept up to date, taking into account any change in the nature of the business, the introduction of new working methods, practices and statutory instruments. To this end the policy and management systems will be reviewed at least annually by the Council's Policy Committee

1.6 **Alternative Formats**

Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01208 74159 or e-mailing [paul.ocallaghan@bodmin.gov.uk](mailto:paul.ocallaghan@bodmin.gov.uk)

The Council can also arrange to provide versions in other languages.

A large amount of health and safety related material is available in video and 'talking leaflet' formats at the Health and Safety Executive's website [www.hse.gov.uk/pubns/index.htm](http://www.hse.gov.uk/pubns/index.htm)

1.7 **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website [www.bodmin.gov.uk](http://www.bodmin.gov.uk) and copies of this document and the Risk Register will be available for inspection on deposit in the Council Office.

Signed:

P O'Callaghan  
Town Clerk

Date: 17 September 2009