



HEALTH AND SAFETY STATEMENT OF INTENT

St Ives Town Council is committed to ensuring the health, safety and welfare of its employees and it will **so far as is reasonably practicable** establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

The Town Council will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses.

The Town Council will pay particular attention to:

- The provision and maintenance of equipment and systems of work that are safe
- Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons
- Providing a safe means of access to and egress from the workplace
- To provide and maintain safe plant and equipment
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.

The Town Council also recognises its duty to protect the health and safety of all visitors to its premises (including contractors and temporary workers) as well as any members of the public who might be affected by the Town Council's operations.

Whilst the Town Council will take all reasonable steps to ensure the health, safety and welfare of its employees, health and safety at work is also the responsibility of the employees themselves.

It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or any other person.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment then it is that employees duty to report this as soon as possible to the Town Clerk.

Responsible Officer	Town Clerk	Date effective from	May 2013	Review date	March 2017
Author	Town Clerk	Date last amended	May 2016		