



HEALTH AND SAFETY POLICY (Roles and Responsibilities)

As part of Tidworth Town Council continuing commitment towards Health and Safety in the workplace the following roles and responsibilities show a breakdown of governance and accountability against the overarching policy requirements.

Specific Responsibilities for Health and Safety

1. The Mayor

- a) Will ensure that there is an effective and periodically reviewed policy for health and safety within the organisation and will personally authorise each release.
- b) Will ensure that each employee, councillor is aware of and periodically trained in the fire evacuation procedures and practice drills carried at least twice a year.
- c) Will ensure that at least annually fire control equipment is inspected and maintained.
- d) Will ensure that all new Councillors & employees receive adequate safety training and make arrangements for such training to be refreshed at suitable intervals.
- e) Will ensure that sufficient employees are trained as first aid appointed personnel, to meet current and future requirements, and that sufficient in date first aid boxes are available in the premises.
- f) Will ensure that a suitable accident/incident recording procedure is implemented, maintained and monitored.

2. Employees and Councillors with Specific Areas of Responsibilities: (Mayor, Deputy, Committee Chairs, etc.)

- a) Will maintain safe standards through establishment of safety maintenance schemes.
- b) Will ensure that all work necessary to ensure the health and safety of employees, or others, is carried out promptly.
- c) Will discuss matters of safety with employees, or others, as required.
- d) Will ensure that any work performed is by the correct method.
- e) Will maintain good housekeeping within their areas of responsibility at all times.
- f) Will use appropriately trained personnel to investigate all accidents promptly to discover their root cause, identify trends and eliminate re-occurrence.



All Councillors, Employees, and Externally Contracted Staff

Employees of Tidworth Town Council, including all Councillors and staff contracting with external sources retain specific responsibilities for health and safety. In particular, they are to ensure that external sources:

- will receive a copy of the health and safety policy and will refer all comments to the Mayor
- will make themselves familiar with and conform to the safety rules at all times
- will report all accidents to the Mayor
- will report all damaged and faulty equipment to the Mayor, who will arrange for the appropriate maintenance to be carried out
- should make suggestions to improve health and safety to the Mayor

Evacuation Procedures

Alarm bells indicating the requirement to evacuate will either ring automatically or be activated, by the person discovering the fire or incident, by breaking the glass as directed on the alarm units.

When alarm bells sound, the following procedures will be carried out:

- a) The person discovering the fire or incident should immediately telephone the Fire Service, using the emergency 999 number. This should not be done from within the premises where risk to life is threatened.
- b) All employees and Town Councillors will immediately vacate the building, ensuring that any visitors within their vicinity are escorted, by the nearest available exit. NO ATTEMPT to collect personal effects should be made.
- c) Details of all the employees, Town Councillors and visitors, who were on the premises at the time of the evacuation, will be collated by the senior member of staff present.
- d) All persons evacuating from the building will go to the designated fire assembly point (community centre car park), where the clerk will take a roll call to ensure that all employees and visitors are accounted for.
- e) The senior member of staff present will be responsible for liaising with the Fire and Police services and will ensure that all employees, Town Councillors and visitors to the building carry out their instructions.
- f) All persons present WILL NOT re-enter the building until authorised to do so by the Fire Service.



First Aid

The Mayor will ensure that first aid boxes are provided and maintained, and that an accident/incident book with sufficient first aid appointed personnel are available.

The following procedures will be carried out:

- a) The names and work places of first aid appointed personnel are to be displayed at each first aid post, together with clear instructions for summoning outside medical assistance.
- b) The first aid appointed personnel will ensure that the first aid boxes provided are reasonably accessible to all employees, Town Councillors and visitors at all times and that they are monitored and maintained.
- c) First aid treatment will be carried out, whenever possible, only by a qualified first aider. If a First Aider is not available call 999.
- d) The first aid appointed person (or in their absence the Mayor) will ensure that the accident/incident book is completed with details of date, time, name of patient, location and nature of injury and place accident occurred. Details of near accidents will similarly be recorded.
- e) All cases requiring referral of a person to hospital will be notified to the Mayor, or in his absence the Chair of the Community Engagement Committee or any Councillor, as soon as possible after the accident.

Whilst every effort will be made to ensure that a first aid appointed person is present within the premises of Tidworth Town Council, there may be occasions when this is not possible. On these occasions the most senior member of staff present will take charge and will ensure that urgent appropriate action is undertaken to ensure that adequate medical treatment is provided. In such circumstances, a copy of the accident/incident book entry will be forwarded to the Mayor who will investigate the circumstances to establish if first aider requirements need to be altered.

This policy should be read in conjunction with Tidworth Town Councils Health and Safety (General Statement and Objectives) Policy.

Signed **Date**

Print name **Chair Tidworth Town Council**