



## Elstree and Borehamwood Town Council

### HEALTH AND SAFETY POLICY STATEMENT 2023/24

- It is the policy of Elstree & Borehamwood Town Council (hereafter referred to as "the Company") to comply with the terms of the H & S at work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the Company is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.
- All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.
- The Company recognises and accepts the 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 our operations.
- While management will do all that is within its powers to ensure the health and safety of its staff, it is recognised that health and safety at work is the responsibility of every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation, which may pose a threat to the well being of any other person.
- Management will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of him or herself or any other person.
- The Company will make available such finances and resources as are deemed reasonable to implement this policy.
- All injuries, however small, sustained by a person at work must be reported to the Town Clerk. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
- The Company recognises the civil and moral need to ensure that all employees adhere to this policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for this Policy.
- This policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy.

<p><b>Date Policy Reviewed:</b> November 2023 <b>Review Body:</b> General Management Committee <b>Review Period:</b> every 1 year <b>Next Review:</b> November 2024</p>
---