Godalming
Town Council
Supporting Our Community

SAFETY POLICY STATEMENT

Godalming Town Council believes in providing a high quality service to its employees, visitors, contractors and users of its premises. Health and safety is an integral part of the Council's activity.

It is the policy of this Council to encourage all employees to be, not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that:-

- Each employee is given such comprehensible relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- Risks are assessed and, so far as is reasonably practicable, preventative and protective measures introduced or systems of work are devised where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that it is safe, avoids risks to health and that adequate facilities for employees' welfare at work are made.
- Adequate facilities and arrangements are maintained to enable staff to raise issues of health and safety.
- Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
- Procedures are devised that ensure the affective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures

Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in other documents.

The Town Clerk will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Signed: _____ (Town Clerk) Date

_____ (Mayor) Date