



## **POLICY STATEMENT OF HEALTH & SAFETY**

### **Declaration of Intent**

It is the aim of the Council to comply with the Health and Safety at Work Act 1974 and subsequent legislation and to provide safe and healthy working conditions for all its employees and a healthy environment for its residents and visitors to its premises and to ensure that its activities do not adversely affect the health and safety of others.

### **Communication and Training**

The Council will ensure good communications with all levels of staff on all matters relating to health and safety.

The Council will carry out all necessary risk assessments and, where it feels appropriate or necessary, will seek expert advice to determine the risks to health and safety in its activities and on steps necessary to eliminate or reduce to a minimum, such risks.

The Council will provide suitable resources, training and information for all staff to enable them to carry out their duties safely in line with the Council's Health & Safety Policy.

### **Staff**

Section 7 of the Health & Safety at Work Act 1974, places a duty on staff to co-operate with management to meet the Council's obligations and duties required within the terms of the said Act.

Any negligent act or non-co-operation will be taken very seriously and would result in disciplinary action.

### **Alcohol / Illegal Drugs and Substances whilst working**

The consumption of alcohol and un-prescribed drugs can present health and safety risks and their consumption whilst at work are strictly prohibited. In addition alcohol consumption is discouraged during your lunch break; obviously, no member of staff should consume alcohol if they are then intending to drive a vehicle.

If you believe prescribed drugs may affect your ability to do your job then you should bring this to the attention of the Town Clerk or Mayor, if possible before you commence any course of treatment.

The use of un-prescribed drugs and solvents will never be tolerated on the premises. Employees found in possession of such substances will be reported to the police and disciplinary action will also be taken.

Should we have reasonable grounds to believe that you are under the influence of drink, solvents or drugs when you attend work, then you may be suspended with pay for an appropriate period whilst a full investigation into the incident is carried out, and if appropriate disciplinary action will then be taken?

### **Smoking**

The Council take the view that smoking is hazardous to non-smokers through passive smoking and to smokers. We operate a no-smoking policy on all Council premises and failure to comply with the smoking arrangements is a disciplinary offence.

Smoking may only take place outside or off-site only; it is not permitted at any time in a Council vehicle. Smoking breaks, where provided, do not count as part of the working day.

### **Gambling**

Gambling, including access of such internet sites, is forbidden on Council premises at all times.

### **Evacuation Procedure**

When the Fire alarm sounds you must leave the building via the nearest exit and wait at a safe distance at your designated Assembly Point.

Do not wander away or sit in your vehicle, a register of all employees will be checked to ensure everyone has vacated the building safely.

**Policy Number: 7**

You should ensure that you familiarise yourself with the evacuation procedure and assembly point.

**Date Approved: 21<sup>st</sup> June 2012**

**Review Date:**