



## **PENRYN TOWN COUNCIL**

# **Health and Safety Policy**

### **Policy statement**

1. Penryn Town Council is committed to ensuring the health, safety and welfare at work of all employees and Councillors. In pursuance of this policy, the Council will take such action as is necessary and which is reasonably practicable, and will pay particular attention to:
  - the provision and maintenance of a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare;
  - the maintenance of workplaces in a condition that is safe and without risks to health, and the provision and maintenance of means of access and egress that are safe and without risk; and
  - the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and Councillors.
2. Every employee and Councillor is required by the Health and Safety at Work Act 1974, while at work:
  - to take reasonable care for the health and safety of themselves and of other persons who may be affected by their act or omission;
  - to cooperate with other members of staff and Councillors as far as it necessary to enable them to comply with any health and safety duty or responsibility;
  - to avoid intentionally or recklessly interfering with, or misusing anything provided in the interests of health, safety or welfare; and
  - to report to the Town Clerk any accidents or occurrences which have, or might have, caused a personal injury and cooperate in the investigation of accidents, dangerous occurrences and work-related ill health.
3. Where appropriate, employees may be subject to disciplinary action where breaches of regulations and/or wilful disregard of safety practices or procedures occur.

4. All contractors and consultants working for the Town Council will be required to comply with the Health and Safety Policy.
5. The Town Clerk is responsible for the implementation of the Health and Safety Policy.
6. Employees and Councillors are responsible for pursuing health and safety working practices in relation to equipment in their use and in relation to their colleagues and others affected by their work.