

This is the statement of general policy and arrangements for:		Warminster Town Council
Town Clerk	has overall and final responsibility for health and safety	
Park and Estate Manager	has day-to-day responsibility for ensuring this policy is put into practice	
Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Town Clerk (TC): Town Council offices Civic Centre Manager CTS: Dewey House P&EM: Outside spaces and equipment POSS: Unit 2 (Depot)	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments are reviewed regularly.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Town Clerk (TC) Civic Centre Manager CTS P&EM POSS	Staff and contractors given necessary health and safety induction and provided with appropriate training (including working at height and manual handling) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the Civic Centre and Dewey House.
Engage and consult with employees on day-to-day health and safety conditions	Town Clerk (TC) All staff	Staff routinely consulted on health and safety matters as they arise and health and safety is a permanent item on staff meetings agenda. LCRS checklists completed regularly, actions followed up and report discussed at every HR Committee.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Town Clerk (TC) Civic Centre Manager CTS P&EM POSS	Escape routes well signed and kept clear at all times. Evacuation plans tested from time to time and updated as necessary. Tenants, Wiltshire Council hot deskers and contractors made aware of escape routes. Emergency Plan issued to all hirers of the Civic Centre indicating escape routes.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Town Clerk (TC) Civic Centre Manager CTS P&EM POSS	Toilets, washing facilities, staff room and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is taken promptly to address any defects.

Key:

TC = Town Clerk

FM = Facilities Manager

CTS = CCTV Supervisor

P&EM= Park and Estate Manager

POSS= Parks and Open Spaces Supervisor

Health and safety law leaflet Health and safety law poster	Issued to all employees and volunteers Displayed in Café and Boathouse.
First-aid boxes are located:	Civic Centre: Reception, Staff Room, Kitchen, Bar Dewey House: CCTV Control Room Pavilion Cafe: Next to sink Boathouse: Downstairs under electrical cabinet Depot: In mess room on wall
Accident books are located:	Civic Centre: Civic Centre filing cabinet in Town Council offices (completed reports kept in Town Clerk's locked cabinet) Dewey House: CCTV Control Room Depot: On supervisors' desk