



THORNBURY

Town Council

HEALTH AND SAFETY POLICY

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1. INTRODUCTION

- 1.1 The management of Thornbury Town Council recognises the legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities. Managing health and safety is a business-critical function.
- 1.2 Thornbury Town Council places the highest importance on the health, safety, and wellbeing of its community. The Council is committed to ensuring that buildings, facilities, and working practices comply with statutory requirements and provide safe environments for councillors, employees, tenants, leaseholders, contractors, and members of the public.
- 1.3 This policy aligns with ISO 45001:2018 – Occupational Health and Safety Management Systems, the Health and Safety at Work etc. Act 1974, and associated UK regulations and guidance. It outlines the Council's framework for continuous improvement in occupational health and safety (OH&S) performance.
- 1.4 The policy will be reviewed at least every three years, or immediately following any significant incident, structural change, or relevant legislative update.

2. OBJECTIVES

- 2.1 The primary objective of this policy is to ensure the protection of all individuals who may be affected by Council activities, while achieving full compliance with UK health and safety legislation and ISO 45001 principles.
- 2.2 The Council commits to:
 - Compliance with statutory Health and Safety legislation and ISO 45001 requirements.
 - Preventing injury and ill-health through risk elimination and control.
 - Consultation and participation of workers and their representatives.
 - Promoting a positive health and safety culture at every level.
 - Accident prevention and emergency preparedness.
 - Ensuring public, visitor, tenant, and licensee safety.
 - Providing inclusive and accessible facilities for all users.
 - Maintaining robust risk management, compliance, and monitoring.
 - Safeguarding open spaces and environmental safety.
 - Ensuring equipment and infrastructure safety.
 - Promoting competence through training and development, including appropriate PPE.
 - Maintaining effective first aid, fire safety, and incident response arrangements.
 - Ensuring safe management of hazardous substances (COSHH).
 - Continually improving the OH&S management system through regular review, audit, and feedback.
- 2.3 Adequate resources will be allocated to fulfil these commitments.

3. ORGANISATION AND RESPONSIBILITIES

- 3.1 Health and Safety Law identifies that "All workers have a right to work in places where the risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help."

Council Members (Councillors)

- Ensure health and safety is integrated into strategic and operational decision-making.
- Approve health and safety policy and allocate sufficient resources.
- Support the Chief Executive Officer (CEO) in meeting statutory duties.
- Review health and safety performance reports and ensure continual improvement.

Chief Executive Officer (CEO)

- Acts as the Duty Holder and ISO 45001 Responsible Person.
- Oversees day-to-day management of the OH&S system.
- Ensures compliance with legislation, guidance, and Council policy.
- Liaises with the external competent person (WorkNest).
- Provides progress reports to the relevant Council Committee.
- Ensures adequate resourcing, policy integration, and risk control.
- Promotes consultation, communication, and continuous improvement.

Competent Consultants (WorkNest)

- Serve as the Council's 'competent persons' under the Management of Health and Safety at Work Regulations 1999.
- Provide professional advice on legislative changes and compliance.
- Conduct site audits, prepare reports, and recommend corrective and preventive actions.
- Support documentation development and system improvement.

Deputy Clerk

- Manages health and safety for Open Spaces and Office Staff.
- Liaises with tenants, contractors, and event organisers.
- Ensures that risk assessments and control measures are implemented.
- Promotes a strong safety culture among teams.

Facilities Officer

- Conducts regular inspections and ensures the safety of contractors and facilities staff.
- Oversees building maintenance and compliance testing.
- Monitors fire, electrical, water safety, and asbestos controls.
- Promotes a strong safety culture among teams.

Office Administrator(s)

- Maintains health and safety records and documentation.
- Coordinates training, induction, and refresher programmes.
- Prepares and submits H&S performance reports.
- Supports accident reporting, investigation, and follow-up.
- Ensures office-based compliance with legislation and Council policy.
- Acts as liaison with WorkNest for updates and recommendations.

Site Managers

- Supervises operational staff to ensure safe systems of work.
- Ensures compliance with risk assessments and procedures.
- Conducts site inspections and implements corrective actions.
- Delivers safety briefings and toolbox talks.
- Leads on-site incident response and investigation.

Supervisors

- Ensure day-to-day site safety and supervise grounds maintenance operations.
- Observe contractors to ensure compliance with legislation and Council standards.
- Report hazards, unsafe practices, and incidents to the Site Manager.

All Employees

- Follow safety instructions, procedures, and training.
- Use PPE and tools correctly.
- Report hazards, accidents, and near misses promptly.
- Participate in consultation, training, and risk assessments.
- Take reasonable care for their own and others' health and safety.

Tenants, Contractors, and Visitors

- Must comply with the Council's safety arrangements.
- Receive induction or briefing on site-specific hazards.
- Are expected to report hazards and incidents immediately.

4. ARRANGEMENTS FOR HEALTH AND SAFETY

4.1 General Arrangements

The Council's arrangements align with ISO 45001's Plan–Do–Check–Act (PDCA) model.

Implementation includes:

- Identification of legal and other requirements.
- Planning and implementation of risk controls.
- Measurement, monitoring, and evaluation of performance.
- Regular management review.

4.2 Documentation

Staff Handbook

WorkNest has provided a **bespoke Health and Safety Handbook** for Thornbury Town Council, offering a comprehensive guide for employees on safe working practices, procedures, and responsibilities. This Handbook forms a **controlled document** within the Council's Health and Safety Management System and is reviewed annually alongside this Policy.

Risk Assessments

Risk assessments are undertaken, reviewed, and recorded on a regular basis, and whenever significant changes occur, to ensure a proactive approach to hazard identification and risk management.

Each assessment identifies potential hazards, evaluates associated risks, and defines appropriate control measures in line with the hierarchy of control (eliminate, substitute, engineer, administer, PPE).

Where necessary, staff receive training, supervision, or specific qualifications to mitigate risks and uphold the Council's safety standards.

All risk assessments are formally documented, retained as part of the Council's Health and Safety Management System, and reviewed annually or following any incident, near miss, or operational change to ensure ongoing compliance and continual improvement.

4.3 Staff Management

Administrative Staff

Provided with:

- Defined organisational structure and responsibilities.
- Induction, refresher, and specialist training.
- Welfare facilities and first aid provision.
- Accident reporting and investigation procedures.
- Support for mental health and wellbeing.
- Safe systems for lone working and manual handling.
- DSE assessments and ergonomic support.

Outdoor Staff

Provided with:

- Induction and task-specific training.
- PPE suitable for weather and work conditions.
- Facilities for welfare, hygiene, and first aid.
- COSHH controls for hazardous substances.
- Procedures for lone working, violence, and aggression.
- Equipment for safe working at height.
- Stress management and wellbeing support.
- Vehicle and machinery maintenance logs.
- Personal health surveys

4.4 Property and Building Safety

Applies to all Council properties: Town Hall, Bakery Annex, Pavilion, Cemetery Chapel, and staff facilities.

Includes:

- Building condition surveys and structural inspections.
- Fire risk assessments and evacuation plans (including PEEPs).
- Electrical testing and certification (BS 7671).
- Legionella testing and control (ACOP L8).
- Asbestos management (Control of Asbestos Regulations 2012).
- Emergency lighting and fire alarm testing (BS 9999).
- Accident investigation and corrective actions.

4.5 Site Management (Playgrounds, Cemeteries, and Open Spaces)

Includes:

- Routine safety inspections.
- Signage for hazards and emergency contacts.
- Safe traffic and pedestrian management.
- Barriers and control zones for events or maintenance.
- Safe tools and machinery use.
- Contractor control and permit-to-work where required.

4.6 Contractor Management

Governed by the Management of Contractors Policy, ensuring:

- Pre-qualification and competency checks.
- Method statements and risk assessments reviewed before work.
- Site induction and supervision.
- Monitoring of compliance and documentation.
- Post-contract review of safety performance.

4.7 Monitoring, Auditing, and Review

- Internal inspections and external audits (WorkNest).
- Regular committee reporting and management review.
- Incident investigations and corrective action tracking.
- Annual review of training, risk assessments, and emergency plans.
- Independent scrutiny where appropriate.

4.8 Emergency Preparedness and Response

- Emergency procedures for fire, flood, and major incidents.
- Coordination with local emergency services.
- Business continuity and recovery planning.
- Regular evacuation drills and staff briefings.
- Designated Fire Wardens and First Aiders.

5. CONTINUAL IMPROVEMENT

Thornbury Town Council commits to continual improvement in health and safety management through:

- Periodic review of objectives and targets.
- Integration of employee and stakeholder feedback.
- Monitoring health and wellbeing outcomes.
- Transparent communication of performance and lessons learned.