



Melksham Town Council Health & Safety Policy

Date Adopted: 24th November 2025

Date Due For Review: November 2027



HEALTH & SAFETY POLICY

1. Introduction

Melksham Town Council aims to promote the health, safety and welfare of all staff, customers, volunteers and visitors through a commitment to the development of a positive health and safety culture within all offices, facilities and departments operated under their management.

2. Aims

To achieve the highest possible standards, Melksham Town Council aims to, so far as is reasonably practicable:

- Implement and develop a health and safety management strategy around the Health and Safety Executive (HSE) principles of Plan, Do, Check and Act
- Identify the risk to health through comprehensive risk assessments, ensuring actions arising are implemented and the risks are reduced to the lowest practicable level
- Provide defined standards, which will include safe methods of working for all staff
- Provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Seek to prevent accidents, incidents and near misses, and cases of work-related ill health
- Implement emergency procedures
- Increase the number of near miss reports and the timely completion of investigations to prevent a reoccurrence
- Ensure mechanisms are in place to report hazards and identify faults for rectification
- Provide a safe and healthy working environment for all members of staff, visitors, members of the public and contractors
- Award contracts for goods and services to persons or organisations able to demonstrate compliance with health and safety legislation and best practice.

3. Actions

Melksham Town Council are committed to staff development and involvement and aim to ensure the following provisions are met:

- Establish an effective management structure, with key health and safety responsibilities identified and communicated
- Create a proactive and sustainable health and safety culture, which encourages the involvement of all members of staff
- Consult and engage with our staff on matters affecting their health and safety, including day-to-day health and safety conditions
- Ensure suitable welfare arrangements are in place for all staff
- Raise the standard of internal health and safety knowledge by providing suitable and sufficient training, which is appropriate to the business needs of the organisation
- Provide staff with appropriate information, instruction and supervision to ensure staff are competent

- Ensure staff are given necessary health and safety induction and provided with appropriate training and personal protective equipment.

4. Implementation

The CEO is responsible for the implementation and management of the health and safety arrangements that exist within Melksham Town Council and accepts this responsibility, on behalf of the Full Council. The Senior Leadership Team will review this policy statement at least annually and any revisions will be made accessible to all members of staff.