



Fishguard & Goodwick Town Council

Health and Safety Policy

1. Statement of Intent

It is the intention of the Fishguard and Goodwick Town Council, to provide its staff and Councillors, a working environment that is both healthy and safe and a place where good practice is observed.

The Town Council also accepts its Health and Safety responsibilities with regards to other people who may be affected by its activities.

The need to involve and consult employees in promoting and developing a positive culture of Health and Safety procedures and practices, shall be fully recognised.

Fishguard and Goodwick Town Council is committed and fully subscribes to the objectives of the Health and Safety at Work Act 1974 and the subsequent management of Health and Safety at Work Regulations (1992).

2. Our Health and Safety Policy is:

- To provide safe and healthy working environment for all its employees (including homeworking environment)
- To ensure that all tools comply with known standards.
- To provide appropriate safety clothing where required.
- To ensure all such items are used effectively and are maintained.
- To provide information, instructions and training to all its employees and contractors.
- To provide the opportunity for its employees and their representatives, to be consulted in matters relating to Health and Safety.
- To ensure compliance with all statutory requirements which are prescribed in the Health and Safety at Work Act 1974 and other regulations.
- To ensure that due care and attention is paid to the Health and Safety of persons who are not employed by but may be affected by the Town Councils activities.
- To ensure that the Town Councils employees are made aware of their own duties under section 7 of the Health and Safety at Work act 1974
- That the policy is reviewed on a regular basis.

3. Responsibilities for health & Safety

Overall and final responsibility for health and safety:	The Town Council
Day to day responsibility for health and safety:	The Town Clerk
Health & Safety Officer for Fishguard & Goodwick Town Council:	The Town Clerk

The Health & Safety Officer, will, so far as they are competently trained, will:

- Advise the Town Council on Health and Safety legislation, its implications and implementation
- Monitor the effectiveness of the Town Councils policy as it affects employees, contractors and members of the public
- Foster a positive approach to Health and Safety at all levels on the premise that prevention is better than cure.
- Advise on safe systems of work
- Identify and participate in update training
- Investigate accidents involving employees, Councillors and members of the public, should the accident occur in their premises

4. Health and Safety Law:

Your health and safety and welfare are protected by law. Your employer has a duty to protect and keep you informed about health and safety. You have a responsibility to look after others.

The enforcing authority for Health and Safety in the workplace is:

HSE – If you cannot report an issue online – Tel: 0300 003 1647

To report incidents and accidents, Monday to Friday (9am – 5pm) 0845 300 9923

Also, you can report online at: <https://www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm>

5. All employees and Councillors should:

- Make themselves familiar and conform with the Town Councils Health and Safety Policy
- Observe Health and Safety rules at all times
- Conform to instructions received with regards to Health and Safety
- Report all accidents and damage in the workplace, whether or not there is a personal injury involved.
- Make suggestions to improve this policy
- Accept personal responsibility for their safety and a duty of care towards their colleagues and members of the public.

- Observe and work to safe systems of work, where they are in operation.

6. Visitors:

- a. It is the Councils duty to ensure the safety of all of its visitors to areas within control of the Council (Town Council Office and Meeting Room).
- b. Visitors to the Office and Meeting room will be informed of any maintenance or hazard in the areas within the control of the Council that may constitute a hazard.

7. Organisation:

The Town Council is the body to which the duties of the Health and Safety at Work Act 1974, are placed. These duties will be implemented via the various Town Council Committees.

The Town Clerk has the overall responsibility to the Town Council for the implementation of Health, Safety and Welfare and will establish an effective safety organisation with specific regards to:

- Reviewing this policy on an annual basis.
- Will complete relevant risk assessments and take action.
- Supporting Councillors in their efforts to achieve high health, safety and welfare standards.
- To establish an effective communication system between Councillors and employees.
- Determine priorities and to make recommendations where necessary.
- Delegate where necessary and to make people responsible for their own actions
- Ensure all accidents are reported.

8. On site Contractors to the Town Council Office and Meeting Room:

- All Contractors will report to the Town Clerk upon arrival.
- Contractors will be expected to inform the Town Council in advance of any materials and safety equipment that is to be used with risk assessments supplied.
- Appropriate barriers will define any working area to ensure the safety of staff and the public.
- Access to water, electricity and waste disposal should be agreed between the contractor and the Town Clerk.

Lone Working:

The Town Clerk is a lone worker. The Town Clerk must be supplied with a mobile phone that is switched on at all times. The number for the mobile phone should be available to all Councillors. The Town Council has a lone working policy in place.

Smoking:

A no smoking policy is in place throughout the entire Town Hall.

Toilets, washrooms and eating facilities:

The Town Clerk will have full access to the above and will identify these facilities to any contractor or visitor to the Town Hall.

Emergency Procedure:

Follow the Emergency Action Plan (Displayed in Town Council Office and Meeting Room)
See Appendix 1.

First Aid:

There are first aid facilities available in the Town Clerks office.
All accidents should be reported via the accident book that is located in the Town Clerks office.

Date Adopted: 2nd June 2026

Minute Ref: TC/26-06

Emergency Action Plan

ASSEMBLY POINT:-

Front – Meet at Front of Royal Oak pub.

Rear – Meet at Disabled parking in Parc Y Shwt Carpark

ACTION ON DISCOVERING A FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE SERVICE BY TELEPHONE
- LIAISE WITH THE FIRE SERVICE ON ITS ARRIVAL
- ONLY ATTEMPT TO TAKE SMALL FIRE IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING AN ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE SERVICE BY TELEPHONE
- LIAISE WITH THE FIRE SERVICE ON ITS ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT.
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY.