

NORTHALLERTON TOWN COUNCIL

Health and Safety Policy



Adopted: 20/07/2026

Next Review: May 2029

1 Statement of Intent

This is the health and safety policy statement of Northallerton Town Council.

We recognise our responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our activities (for example councillors). We will assess the hazards and risks faced by our workforce and elected representatives in the course of their work and take action to control those risks to an acceptable, tolerable level.

Managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our organisation. We will meet these obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable.

Our health and safety policy aims to:

- Prevent accidents
- Prevent cases of work-related ill-health
- Manage health and safety risks in our workplace
- Maintain safe and healthy working conditions
- Implement emergency procedures where required

2 Responsibilities for Health and Safety

Overall and final responsibility for health and safety lies with the Town Clerk.

To ensure health and safety standards are maintained on a day-to-day bases, the following people also have responsibility in the following areas:

- In the Town Hall Office
 - Finance Officer
- In the rest of the Town Hall Building and surrounding outside areas
 - Town Hall Duty Officer

All employees should:

- Cooperate with managers and each other on health and safety matters;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Clerk.

3 Arrangements for Health and Safety

3.1 Risk Assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working conditions change.

3.2 Training

- We will provide staff with health and safety information and appropriate training.
- We will provide personal protective equipment where needed.
- We will make sure suitable arrangements are in place for employees who work remotely.

3.3 Consultation

- We will routinely consult staff on health and safety matters as they arise and formally when we review the health and safety policy.

3.4 Evacuation

- We will make sure escape routes are well signposted and kept clear at all times.
- We will regularly test evacuation routes and procedures.