

WELSHPOOL TOWN COUNCIL

ACCIDENTS AT WORK

Introduction

This policy sets out the actions to be taken in case of any accident which took place whilst carrying out duties for Welshpool Town Council.

Accident safety

Each person carrying out duties for the Council is responsible for their own safety of those around them.

Hazardous activities

No employee may carry out any hazardous activity without the proper training. If in any doubt the person must consult the Town Clerk.

Accident reporting

Any accident, however small, which was sustained whilst carrying out Town Council activities must be reported to the Office as soon as practically possible and entered in the accident book. If required by the Town Clerk a report may be required.

Reporting to Town Clerk

All accidents, however small, should be brought to the attention of the Town Clerk by the Office staff.

First Aid

There are to be first aid kits (kept up to date) at the following locations:

- Offices in Union Street Welshpool
- Maes Y Dre workshops
- Tourist Information Centre
- Public Toilets in Church Street and Berriew Street
- Town Hall Corn Exchange
- Town Hall Market Hall area

Emergency procedure

In the case of an emergency the following procedure order shall take place:

- Make sure patient and area is safe.
- Call emergency services.
- Inform the Town Clerk or Office as soon as practically possible.
- Replace any items in the first aid kit if used.
- Enter details in the accident book.

R A Robinson
Town Clerk
March 2015