



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NAME:	Health and Safety Policy
Approved and Ratified date:	
Minutes Reference:	
Review date:	
Version no:	V3

Version	Point(s)	Description of Change	Date
V3		Grammar change from “work related ill health” to “work related illness” on bullet point 11.	

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the North Tawton Town Council website is the controlled copy. Any printed copies of this document are not controlled.

Health & Safety Policy

North Tawton Town Council recognises and accepts that it has a responsibility for the health, safety and welfare of our employees, when at work and the health and safety of officers, clients, visitors, contractors, suppliers, Councillors, and members of the public who visit our premises or use the facilities. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Accordingly, it will, so far as is reasonable and practical, take steps to meet this responsibility and our legal obligations by providing and maintaining a safe and healthy working environment. This will be achieved by:

1. Providing leadership and control of identifiable health and safety risks on our premises including open spaces maintained by NTTC.
2. Consulting with our employees on matters affecting their health and safety.
3. Providing and maintaining safe access to premises and equipment.
4. Safe public areas where these are under the control of NTTC
5. Ensuring safe handling, storage and use of substances.
6. Managing risks from the use of display screen equipment.
7. Adequate facilities for welfare at work.
8. A safe and healthy working and operating environment.
9. Ensuring equipment and systems at work are safe.
10. Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
11. Preventing accidents and cases of work-related illnesses.
12. Having access to competent advice.
13. Any accidents or near misses must be reported to the Town Clerk and recorded in the accident book.
14. Maintain adequate insurance to cover Councillors and Employees.

All officers and members of the public are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to co-operate with others who may be affected by their acts or omissions. Also, to co-operate with council officers to ensure compliance with statutory duties placed upon them. This is in addition to the responsibility of the council and its managers for ensuring generally safe conditions of work. You must not do anything that could threaten the health and safety of yourself, fellow officers, contractors, or members of the public.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment, at induction. A Safety Handbook setting out their duties and specific

health and safety rules is to be provided to each employee and member.

This policy, our procedure and arrangements, will be reviewed annually.

Adopted:

Minute Ref:

Review date: