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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 and COSHH Policy
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Version	Point(s)	Description of Change	Date
V1		New Policy	October 2026

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Health & Safety and COSHH Policy

Introduction:

North Tawton Town Council (NTTC) recognises and accepts that it has 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 may face, and take action to minimise hazards and control risks to an acceptable, tolerable level.

Hazardous substances are normally chemicals, paints, herbicides etc., but the term can also include dust, mist and fumes. The use of hazardous substances by North Tawton Town Council employees is limited but we recognise that control of these substances is important to protect the health of our staff and any members of the public in the vicinity.

Health and Safety:

Accordingly the Council 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:

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

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Co-operation with others who may be affected by their acts or omissions is also important, as is co-operation with Council officers to ensure compliance with statutory duties placed upon them. This is in addition to the responsibly 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 provided to each employee and member. Copies are also located in the Town Council Office.

Control of Substances Hazardous to Health (COSHH):

Relevant Legislation

The Control of Substances Hazardous to Health Regulations 2002. (COSHH)
Chemicals Labelling and Packaging Regulations (CLP) EC1272/2008

The Council will, as far as reasonable and practical to do so, to:

- Ensure that everyone carrying out or supervising work that is likely to result in exposure to hazardous substances are adequately trained and competent.
- Ensure no new substances are introduced into our work activities without approval, and before an assessment of the risk is carried out.
- Maintain the manufacturers safety data sheets and a record of all hazardous substances used on Council property.
- Assess the risks to health from exposure to hazardous substances and determine the control measures needed.
- Record the assessments and review them periodically or when changes occur.
- Introduce effective control measures to ensure exposure to substances hazardous to health is eliminated or reduced to the lowest possible level.
- Monitor exposure to hazardous substances and take additional measures where necessary.
- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of hazardous substances.

Responsible Persons

- Where any substance may be hazardous to health, the Town Clerk, Deputy Clerk or Chair, will carry out, or have carried out on behalf of the Council, a suitable and sufficient assessment of the risks to health from the use of the substance.

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- The Town Clerk, Deputy Clerk or Chair, will implement any risk controls identified by the assessment, together with suitable monitoring of the use of the substance(s).
- Individual employees will use substances hazardous to health in accordance with any information, instruction and training provided by the Council. This may include the wearing of suitable PPE.
- Employees shall not use any substance on Council premises or on Council operations, unless the substance has been approved for use in accordance with this Policy.
- Copies of Data Sheets for any potential hazardous substances are kept electronically and are also available in printed format in the Town Council Office.

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

Adopted:
Minute Ref:
Review Date:

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