



EXMOUTH TOWN COUNCIL HEALTH AND SAFETY POLICY STATEMENT

STATEMENT OF INTENT FOR EXMOUTH TOWN COUNCIL

Our commitment to Health and Safety is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters concerning their health and safety;
- To provide and maintain safe premises and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision of employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and causes of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals

All employees and Town Councillors are responsible for taking care of their own health and safety and that of the people they work with.

The Town Council is committed to encourage any action to promote the natural environment as a resource to be protected for future generations.

Signed:

Date:

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Lisa Bowman
Town Clerk
For Exmouth Town Council

ORGANISATION

The Town Clerk has ultimate and overall responsibility for the health, safety and environmental concern of Exmouth Town Council and is the person responsible for the day-to-day management of Health and Safety issues.

All employees are expected to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to the Town Clerk/Deputy Clerk

A Health and Safety review is carried out on an annual basis by the Town Clerk. Any necessary revisions to the policy will be approved by the Town Council and implemented by the Town Clerk. In addition, a monthly workplace Health and Safety inspection is carried out by the Town Clerk.

ARRANGEMENTS

1. Consultation

Employees are made aware of health and safety requirements on induction, and thereafter, consultation takes place directly as and when necessary. The Health and Safety policy is available for inspection at all times on the Town Council website.

2. Safe equipment and premises

All staff are responsible for identifying all equipment and Council property needing maintenance. The Town Clerk will be responsible for ensuring effective maintenance procedures are drawn up and for ensuring that all identified maintenance is implemented.

3. Information, instruction and supervision

The Health and Safety law poster is displayed in the Town Council general office and health and safety advice is available from the Town Clerk/Office Manager.

4. Training

Induction training will be provided for all employees by the Town Clerk/Deputy Clerk, and job specific training will be provided by the appropriate, experienced, member of staff. Any specific training requirements will be identified and arranged by the Town Clerk, who keeps all training records.

5. Accidents and first aid

The First Aid box is kept in the reception area and the appointed workplace first aiders are:

Deputy Clerk

Town Clerk

All accidents and cases of work-related ill health are to be recorded in the accident book kept in reception. The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

6. Emergency procedures

The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by East Devon District Council every month and fire extinguishers are maintained and checked by CEF.