Exmouth Town Council
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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 carry out risk assessments to minimise risk factors
- 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 provide staff welfare facilities;
- To display health and safety posters where they can be easily seen;
- To ensure adequate and up to date insurance cover including for home workers. The Town Council is required by law to insure against liability for injury or disease to employees arising out of their employment;
- 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.

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. Health and Safety posters are on display in the Town Council office in the Town Hall.

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.

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:
   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 and fire alarms are checked by East Devon District Council every month. Fire extinguishers are maintained and checked by East Devon District Council every month.

7. **Homeworking**
   The Town Council has the same responsibilities to home workers to ensure their health, safety and welfare.

8. **Staff welfare**
   The Town Council is responsible for providing welfare facilities at work (e.g. washing, toilet, rest, changing, and eating and drinking facilities).

Reviewed following updates on Legal Topic 23 issued May 2024 and adopted by the Town Council on 24th June 2024

Reaffirmed 18th May 2026
Review date: May 2027