

NORTHAM TOWN COUNCIL

HEALTH and SAFETY POLICY

Adopted by Northam Town Council on ***dd mm yyyy***

	Name	Signature
Mayor		
Town Clerk		

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Version	Date	Note	Drafted by
V0.1	October 2025	First draft	Town Clerk

STATEMENT OF INTENT

Northam Town Council is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, councillors, volunteers, and members of the public who may be affected by its activities.

The Council will comply with all relevant health and safety legislation.

1. RESPONSIBILITIES

1.1. Has overall responsibility for health and safety. This policy is the responsibility of all councillors, staff and volunteers connected to Northam Town Council.

1.2. The Council's 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 and volunteers
- 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.

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

2. ORGANISATION

2.1 The Town Clerk has ultimate and overall responsibility for the health, safety and environmental concern of Northam Town Council and is the person responsible, with the Parks & Buildings Manager, for the day-to-day management of Health and Safety issues.

2.2 All employees, members and volunteers 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 or Parks & Buildings Manager

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

3. ARRANGEMENTS

3.1 A Health and Safety Policy is required by law if the council employs staff¹ and must be communicated to all staff and members. 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 or Parks & Buildings Manager.

3.2 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 on the Town Council website.

3.3 Induction training will be provided for all employees by the Town Clerk or Parks & Buildings Manager. Job specific training will be provided by the appropriate, experienced, member of staff. Any specific and/or external training requirements will be identified and arranged by the person's line manager. Training records are kept in the general office.

3.4 Risk assessments are a core part of compliance and are drafted for all council activities. Risk assessments are signed by all staff, councillors and volunteers to indicate they have been read.²

Safe Equipment and Premises

3.5 All staff are responsible for identifying all equipment and council property needing maintenance. The Parks & Buildings Manager will be responsible for ensuring effective maintenance procedures are drawn up and for ensuring that all identified maintenance is implemented.

Accidents and First Aid

3.6 The First Aid box is kept in the general office, with other boxes at:

- Northam Hall
- the maintenance room
- each of the Council's vehicles

3.7 Appointed workplace first aiders are:

- Parks & Buildings Manager
- Community Engagement Officer
- All Maintenance Staff

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

Emergency Procedures

3.8 The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.

¹ Health and Safety at Work etc. Act 1974, s.2(3)

² Management of Health and Safety at Work Regulations 1999

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Escape routes and fire alarms at:

- the Council Offices are checked by Northam Town Council, with an annual check by Torridge District Council.
- Northam Hall are checked by Northam Town Council.
- Blue Lights Hall are checked by the Blue Lights Parish Hall Committee.

Fire extinguishers at:

- the Council Offices are checked by Torridge District Council.
- Northam Hall are checked by Northam Town Council.
- Blue Lights Hall are checked by the Blue Lights Parish Hall Committee.

4. EXTERNAL ORGANISATIONS

4.1 Contractors engaged by the Council must provide evidence of their own health and safety arrangements.

5. POLICY REVIEW

5.1 This policy will be reviewed annually or following significant changes in legislation or council activities.