



UTTOXETER TOWN COUNCIL

Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Uttoxeter Town Council
Uttoxeter Town Council
The Town Clerk

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	The Town Clerk Office Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	The Town Clerk Office Manager	Staff are provided with the necessary health and safety induction.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	The Town Clerk Office Manager	Staff routinely consulted on health and safety matters as they arise.
To implement emergency procedures – evacuation in case of fire or other significant incident.	All staff	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	The Town Clerk Office Manager	System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

Health and safety poster is displayed:	In Reception		
First-aid box and accident book are located:	In Reception (First Aid Kit and Accident Book), Main Landing, ADS (First Aid Kit), Cemetery Bag (First Aid Kit)		
Subject to review, monitoring and revision by:	Uttoxeter Town Council at its AGM	Every:	12 months or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment. For further information and to view our example risk assessments, see www.hse.gov.uk/risk.

Approved and Adopted by Uttoxeter Town Council at its meeting held on 10 December 2013, 13 May 2014, 19 May 2015, 10 May 2016, 9 May 2017, 8 May 2018, 14 May 2019 and 5 May 2021, To be reviewed by UTC at its meeting on 10 May 2022