

Health and Safety Policy



This is the statement of general policy and arrangements for:	Telscombe Town Council
Overall and final responsibility for health and safety is that of:	Telscombe Town Council
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	All Employees

Statement of General Policy The purpose of our Health and Safety Policy aims to:-	Responsibility of (Name / Title)	Arrangements for Health and Safety <i>(Customise to meet your own situation)</i>
1. To prevent accidents and cases of work-related ill health and manage health and safety risks in the workplace.	Town Clerk / All staff	We will complete a Risk Assessment and take any action required. We will review the Risk Assessment annually or when working conditions change.
2. To provide clear instructions and adequate training to ensure employees are competent to do their work.	Town Clerk / All staff	We will provide appropriate training for all staff.
3. To engage and consult with employees on matters affecting their health and safety.	Town Clerk / All staff	Ensure caretaking staff keep building clean and tidy and free of obstructions and all staff keep their work areas tidy. Any updates to be advised to staff at weekly team meeting.
4. To implement emergency procedures including evacuation in case of fire or another significant incident.	Town Clerk / All staff	We will ensure that all staff have carried out fire marshal training. Fire alarms and emergency lighting to be tested weekly. Carry out 6 monthly fire drills and update the Evacuation Plan if required. Separate Fire Risk Assessment undertaken by a professional. Ensure escape routes are well signed and kept clear at all times.
5. To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage and use of substances	All employees	Maintenance of equipment should be undertaken at regular periods by outside contractors. Maintenance contracts are in place. We will provide appropriate personal protective equipment. All hazardous substances should be placed in lockable cabinet in Room 2.

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To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage and use of substances (Contd)	All employees	All employees should co-operate with supervisors and managers on health and safety matters; take reasonable care of their own health and safety; and report all health and safety concerns to their line manager.
6. <u>General information</u> :- First-aid boxes and accident book are located in kitchens and reception. Health & Safety Law poster is displayed in lobby and kitchens Defibrillator located on wall near main entrance.		
Subject to review, monitoring and revision by:	Town Clerk	Every 12 months or sooner if work activity changes
Subject to subsequent review & agreement by:	Audit Sub-Committee	Every 12 months or sooner if work activity changes
Subject to subsequent approval by:	Full Council	Every 12 months or sooner if work activity changes

Signed by: Cllr N Watts, Deputy Mayor on behalf of Telscombe Town Council

Date: 18.3.2026