



## 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:**

|                               |
|-------------------------------|
| <b>Uttoxeter Town Council</b> |
| <b>Uttoxeter Town Council</b> |
| <b>The Town Clerk</b>         |

| <b>STATEMENT OF GENERAL POLICY</b>                                                                                                               | <b>RESPONSIBILITY OF: Name/Title</b> | <b>ACTION/ARRANGEMENTS</b>                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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<br>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<br>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<br>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<br>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.<br>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), Community Office Space (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](http://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, 10 May 2022, 16 May 2023, 21 May 2024  
Reviewed at Council's Annual General Meeting held 13 May 2025