



OTTERY ST MARY TOWN COUNCIL HEALTH AND SAFETY POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Approved	July 2018	July 2018
2	Kerry Kennell	Approved	April 2026	11/05/2026 C/26/05/26.2

1. Policy Statement

Ottery St Mary Town Council ("the Council") is committed to its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation to ensure, so far as is reasonably practicable, the health, safety and wellbeing of employees, councillors, contractors, volunteers and members of the public who may be affected by the Council's activities.

The Council is committed to providing safe systems of work, safe workplaces and equipment, adequate information, instruction, training and supervision, and a positive health and safety culture.

2. Scope

This policy applies to all employees, councillors acting on Council business, contractors and volunteers. It provides the framework for managing health and safety and is supported by procedures, risk assessments, training records and contractor arrangements.

3. Legal Framework

The Council will comply with all relevant health and safety legislation including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, Workplace Health Safety and Welfare

Regulations, Display Screen Equipment Regulations, COSHH and the Construction (Design and Management) Regulations 2015 where applicable.

4. Roles and Responsibilities

4.1 The Council: Provides strategic oversight, resources and policy review.

4.2 The Clerk: Manages day-to-day health and safety operations, risk assessments, training, records and incident reporting.

4.3 Employees: Take reasonable care, follow procedures, use equipment correctly and report hazards and incidents.

4.4 Councillors: Support health and safety objectives and raise concerns but do not have operational responsibilities unless formally delegated.

5. Risk Assessment and Safe Systems of Work

Suitable and sufficient risk assessments will be carried out for premises and activities. Assessments will be reviewed periodically, following incidents or when changes occur, and control measures implemented.

6. Training and Competence

The Council will ensure employees receive appropriate health and safety training. Training needs will be identified through induction, appraisal, legislative change or operational need, and records will be maintained.

7. Accident and Incident Reporting

All accidents, incidents and near misses must be reported promptly to the Clerk. Incidents will be recorded, investigated where necessary and reported to the enforcing authority when required.

8. First Aid and Emergency Arrangements

Appropriate first aid and emergency arrangements will be provided. Emergency procedures will be communicated, tested and reviewed.

9. Contractors and Third Parties

The Council will ensure contractors are competent and managed safely. Health and safety requirements will be proportionate and CDM duties met where applicable. Contractor documentation is managed separately from this policy.

10. Health, Wellbeing and Related Policies

This policy operates alongside the Council's Lone Working, Equality and Diversity, Dignity at Work, Training and Development and Data Protection policies.

11. Monitoring and Review

The Clerk will monitor compliance and report material issues to the Council. This policy will be reviewed every three years or sooner if required.

12. Policy Status

This policy is non-contractual and may be amended by the Council to reflect legislative or best practice changes.