



Ashburton Town Council

Health and Safety Policy

Date Adopted	12 May 2026
Review date	2027 - 2028

Signed by Town Mayor:

Date:



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Ashburton Town Council Health, Safety and Welfare Policy

(Adopted and formatted in line with UK legislation, HSE guidance and NALC best practice for town and parish councils)

1. HEALTH & SAFETY POLICY (2026)

1.1 Statement of Intent

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

This policy is made in accordance with the Health and Safety at Work etc. Act 1974 and associated health and safety legislation.

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

The Council will comply with all relevant health and safety legislation and will seek to achieve continual improvement in health and safety performance by:

- identifying and managing risks arising from its undertakings;
- providing safe premises, equipment and systems of work;
- ensuring appropriate information, instruction, training and supervision;
- fostering a positive health and safety culture in which responsibilities are understood and respected.

Health and safety is a shared responsibility. Employees are expected to take reasonable care of their own health and safety and that of others, to follow Council procedures and training, and to report hazards, unsafe conditions and incidents promptly.

1.2 Responsibilities

The Council

The Council has overall responsibility for health, safety and welfare and will ensure that:

- this policy is implemented, monitored and reviewed;
- adequate resources are made available to meet statutory duties;
- health and safety performance is considered as part of governance and decision-making.



The Clerk to the Council

The Clerk, as the Council's senior officer, is responsible for the day-to-day management of health and safety and will:

- ensure the effective implementation of the Council's health and safety policies and procedures;
- identify hazards and ensure that suitable and sufficient risk assessments are carried out;
- ensure that appropriate control measures are implemented and maintained;
- provide staff with relevant information, instruction, training and guidance;
- ensure the proper recording and investigation of accidents, incidents and near misses;
- manage arrangements relating to hazardous substances;
- liaise with health and safety advisers, insurers, enforcing authorities and employee representatives;
- arrange regular inspections and reviews of premises and activities.

Employees, Councillors and Volunteers

In accordance with Sections 7 and 8 of the Health and Safety at Work etc. Act 1974, all employees, councillors and volunteers must:

- take reasonable care of their own health and safety and that of others;
- comply with Council health and safety policies, procedures and training;
- use equipment and safety systems correctly;
- report hazards, defects, accidents and incidents without delay.

1.3 Safety Arrangements

Detailed arrangements for specific areas of health and safety are set out in supporting policies, including but not limited to:

- Accident and Incident Reporting;
- First Aid;
- Fire Safety;
- Risk Assessment;
- Display Screen Equipment;
- Stress at Work;
- Contractor Health and Safety.



1.4 Monitoring and Review

This policy will be reviewed at least every three years, or earlier where changes in legislation, guidance or Council activities require.

Signed: _____ Clerk to the Council

Date: _____

2. ACCIDENT AND INCIDENT REPORTING POLICY

All accidents, incidents and near misses must be reported, regardless of severity.

(In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR)

2.1 Policy Statement

Ashburton Town Council recognises its statutory duties under RIDDOR to record and, where required, report work-related injuries, ill health and dangerous occurrences arising from its activities.

The Council is committed to the prompt reporting, recording and investigation of all accidents, incidents, near misses and hazards in order to:

- monitor the effectiveness of accident prevention arrangements;
- inform and review risk assessments;
- identify trends and allocate resources effectively;
- prevent recurrence of incidents.

Employees are encouraged to report all accidents and near misses, regardless of severity. The purpose of reporting and investigation is to improve safety, not to apportion blame.

2.2 Organisation and Responsibilities

The Clerk to the Council

The Clerk will:

- ensure all accidents and incidents are properly recorded in the Accident Book;
- ensure staff have access to reporting forms and understand reporting procedures;
- investigate accidents and incidents where appropriate;
- report notifiable incidents to the Health and Safety Executive in accordance with RIDDOR;
- liaise with the Council's insurers in relation to potential claims;



- maintain accident statistics and present reports to the Council;
- monitor hazard reports and ensure remedial actions are taken.

First Aiders

Designated first aiders, acting within the scope of their training, are not expected to accept blame or personal liability when providing first aid assistance.

Designated first aiders will ensure that any accident or incident in which first aid is administered is recorded using the Council's Accident Report Form.

All Employees

All employees must:

- report accidents, incidents and near misses promptly and accurately;
- ensure accidents involving visitors or contractors under their supervision are reported;
- report hazards using the Hazard Report Form;
- immediately notify the Clerk of any fatality or serious injury.

2.3 Appendices

Appendix A: Definitions (Accident, Near Miss, Hazard, Risk, RIDDOR)

Appendix B: Accident Investigation and Reporting Forms

Signed: _____ Clerk to the Council

Date: _____

3. FIRST AID POLICY

3.1 Statement of Policy

Ashburton Town Council will make adequate and appropriate provision for first aid in accordance with the Health and Safety (First Aid) Regulations 1981, based on assessment of risk.

3.2 Responsibilities

Clerk to the Council

The Clerk will:

- carry out and review first aid needs assessments;
- ensure adequate first aid provision at all Council premises and activities;
- maintain a list of appointed first aiders;



- arrange training and refresher training;
- ensure first aid arrangements form part of staff induction.

First Aiders

Appointed first aiders will:

- provide assistance within the limits of their training;
- summon emergency services where required;
- ensure incidents are recorded;
- maintain confidentiality;
- check and replenish first aid supplies.

Employees, Councillors and Volunteers

All must familiarise themselves with first aid arrangements and report concerns regarding provision.

3.3 Review

This policy will be reviewed every three years or following significant change or incident.

4. FIRE SAFETY POLICY

Ashburton Town Council is the Responsible Person under the Fire Safety Order and delegates operational duties as set out below.

(Regulatory Reform (Fire Safety) Order 2005)

4.1 Policy Statement

The Council will take all reasonable steps to reduce fire risk and to ensure the safety of all persons using Council premises through prevention, protection, training and emergency planning.

4.2 Responsibilities

Clerk (Responsible Person's Delegate)

The Clerk will:

- ensure suitable and sufficient Fire Risk Assessments are completed and reviewed;
- maintain emergency evacuation plans, including PEEPs;
- arrange fire drills and training;
- ensure inspection and maintenance of fire safety equipment;
- maintain fire safety records.



Caretaking Staff

Caretaking staff will undertake routine checks and ensure escape routes and fire safety equipment remain serviceable and unobstructed.

Employees and Councillors

All must comply with fire safety instructions, report defects and follow evacuation procedures.

4.3 Appendices

Appendix C: Staff Fire and Safety Induction Form

4.4 Review

This policy will be reviewed at least every two years.

5. RISK ASSESSMENT POLICY

Risk assessments will be proportionate to the scale, nature and complexity of the Council's activities.

5.1 Statement of Policy

The Council will carry out suitable and sufficient risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 and HSE guidance.

5.2 Responsibilities

Clerk to the Council

Responsible for coordinating, recording, reviewing and communicating risk assessments.

Employees and Volunteers

Required to cooperate with assessments and comply with control measures.

Contractors

Must provide appropriate risk assessments and method statements for their activities.

5.3 Review

Risk assessments will be reviewed annually or following significant change.

6. DISPLAY SCREEN EQUIPMENT (DSE) POLICY

Councillors are not defined as 'users' under the Regulations; however, the principles of good DSE practice will be applied where reasonably practicable.



6.1 Statement of Policy

The Council will manage risks associated with DSE use in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

6.2 Key Arrangements

- workstation assessments;
- training and information;
- provision of eye and eyesight tests;
- review of reported symptoms.

6.3 Review

This policy will be reviewed every three years.

7. STRESS AT WORK POLICY

7.1 Statement of Policy

The Council recognises stress as a workplace health issue and will take reasonable steps to prevent and manage work-related stress in line with HSE guidance.

7.2 Responsibilities

Clerk to the Council

Responsible for monitoring workloads, providing support and arranging training where appropriate.

Employees

Expected to raise concerns early and cooperate with preventive measures.

7.3 Review

This policy will be reviewed every three years.

8. CONTRACTOR HEALTH AND SAFETY POLICY

The Council will ensure cooperation and coordination where multiple contractors or employers share a workplace.

8.1 Statement of Policy

The Council will ensure that contractors are selected, appointed and managed in a manner proportionate to risk and compliant with health and safety legislation.



8.2 Responsibilities

Officers Placing Contracts

Responsible for checking contractor competence, exchanging risk information and monitoring performance.

Clerk to the Council

Provides advice, maintains records and reviews contractor incident data.

8.3 Review

This policy will be reviewed periodically in line with legislative or operational change.

POLICY ADOPTION, REVIEW AND VERSION CONTROL

Adoption

This Health, Safety and Welfare Policy Suite was adopted by Ashburton Town Council on:

Date: _____

Minute Reference: _____

Signed: _____

Clerk to the Council

Review Arrangements

The Council will review this Policy Suite:

- every three years as a minimum; or
- earlier where required by changes in legislation, HSE or NALC guidance; or
- following a serious incident, enforcement action or significant organisational change.

Individual policies within the suite may be reviewed more frequently where risk dictates.

End of Policy



Appendix A

Term	Definition
Accident	An unplanned event that results in personal injury, damage to property, or both.
Near Miss	An unplanned event that did not result in injury or damage, but had the potential to do so.
Hazard	Anything with the potential to cause injury, ill health, property damage, or other loss.
Risk	The likelihood that a hazard will cause injury, ill health, property damage, or other loss, taking into account the severity of the outcome and the number of people affected, or the extent of potential loss.
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

RIDDOR-Reportable Injuries

A RIDDOR-reportable injury is an injury arising out of, or in connection with, work which results in one or more of the following:

- the death of any person;
- a specified injury to a worker;
- a person who is not at work being taken directly from the site of an accident to hospital for treatment;
- a worker being incapacitated for work for more than seven consecutive days (not including the day of the accident).

Specified Injuries (RIDDOR 2013)

Under RIDDOR 2013, a Specified Injury includes:

Specified Injury

- Any fracture, other than to fingers, thumbs or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine



- Loss of sight (temporary or permanent)
- A chemical or hot-metal burn to the eye, or any penetrating eye injury
- Injury from electric shock or electrical burn leading to unconsciousness, resuscitation, or hospital admission for more than 24 hours
- Any injury leading to hypothermia, heat-induced illness or unconsciousness
- Any injury requiring resuscitation
- Any injury requiring hospital admission for more than 24 hours
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness, resulting from absorption of a substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe it resulted from exposure to a biological agent, its toxins, or infected material

Dangerous Occurrences (RIDDOR)

A Dangerous Occurrence is a specified near-miss event listed in Schedule 2 of RIDDOR 2013 which has the potential to cause death or serious injury.

Examples include (but are not limited to):

- collapse or partial collapse of scaffolding;
- failure of pressure systems;
- failure of lifting equipment such as lifts, hoists or cranes.

The full list of Dangerous Occurrences is set out in Schedule 2 of the Regulations.

Reportable Diseases (RIDDOR)

A Reportable Disease is one of the occupational diseases listed in Schedule 3 of RIDDOR 2013.

The reporting of occupational diseases is not covered by this policy.

Refer to the Regulations for the full list of reportable diseases.



Appendix B

ASHBURTON TOWN COUNCIL ACCIDENT REPORTING FORM

Complete ALL SECTIONS and pass form WITHOUT DELAY to the Clerk.

This form may be filled in by a first aider, a responsible person to whom accident was reported, the victim, or any other person.

Date of Accident

Time of accident

Building or area where accident occurred

Exact location of accident

Person injured:

Surname

Forenames

Title (Mr, Mrs, Ms)

Home telephone number

Address

Date of birth

Male/Female

Status (Council employee, contractor, public)

Contracting company (for contractor)

Describe fully the accident and how it occurred (show diagrams on the back). Where relevant describe events that led to accident and give details of any plant equipment or substances in use at the time of the accident.

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Were there any factors that contributed to the accident? (e.g. poor lighting, distractions, lack of training etc.)

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.....

.....

Nature of injury (e.g. cut, fracture)

Part of body injured (e.g. finger, head)

First-aid treatment given

Details of any property damaged

What, in your opinion, caused the accident

Name and address of witness

Any further details of treatment, hospital, etc.

.....

.....

Name of person completing report

Job Title.....

Signature.....

Date.....

H&S KPC/ Copy of forms in Office, kitchen, and Caretaker's store



Appendix C

ASHBURTON TOWN COUNCIL ACCIDENT/INCIDENT INVESTIGATION

This section to be filled in by the Clerk

Date of accident/incident

Time of accident

Building or area where accident occurred

Exact location of accident

Person Injured: Surname

Forenames.....

Was person injured an employee? Yes/No

If so, how many days were taken from work?

Have HSE been informed by telephone?

Date Time

By whom? Name.....

To whom did you speak?

Have HSE been informed in writing?

Date

To where was the report sent (which Office)

By whom was this reported?

Has the insurance company been informed?

Date

By whom?

What action will be taken to prevent a recurrence?

.....

.....



Ashburton Town Council

Name

Signature Date

Chair/Clerk's comments

.....

.....

.....

Action checked complete date



Appendix D

HAZARD REPORT FORM

A hazard is an accident waiting to happen! This form is for reporting hazards only. If an accident has already occurred, please see the accident/incident report form. If the problem can be rectified immediately, please take action. Take only common-sense action that you are qualified and able to take. Use this form to report the hazard and record any action that you have taken.

A - PERSON REPORTING HAZARD

Surname (please print)

First names

Post/Department

B - NATURE OF HAZARD

Date reported Time

Please give details here

.....

C - BUILDING AND PRECISE LOCATION OF HAZARD

Please give details here

.....

Signature of person making this report

D - LOCAL ACTION TAKEN

Please note action you have taken and/or the name of the person you are referring it to. If no further action is required, pass forms to the Clerk.

Local action taken

Matter referred for further action to

E - FURTHER ACTION TAKEN

Person taking further action. Name

Post.....



Ashburton Town Council

Action taken:

Signature

Date

F - FOLLOW UP ACTION BY TOWN COUNCIL CLERK

.....

.....

.....

.....

Signature:

Date:



Appendix E

ASHBURTON TOWN COUNCIL

STAFF FIRE SAFETY INDUCTION SHEET

(For all new employees, councillors, volunteers & contractors)

1. Purpose of This Induction

This induction sheet provides essential fire safety information for all individuals working in or visiting Town Council premises. It sets out the actions you must take to help prevent fire and ensure the safe evacuation of buildings in an emergency.

All staff have responsibilities under the Regulatory Reform (Fire Safety) Order 2005 to cooperate with fire safety arrangements and follow local procedures.

2. Fire Safety Responsibilities

All staff must:

- Familiarise themselves with escape routes and assembly points.
- Follow fire action notices displayed around the building.
- Keep fire exits and escape routes clear at all times.
- Report any defective fire equipment or fire doors immediately.
- Not interfere with, remove or obstruct fire safety equipment.
- Avoid bringing in personal electrical heaters or appliances unless authorised by the Clerk.
- Attend all required fire drills and training sessions.
- Assist visitors or members of the public to evacuate when necessary.

3. Fire Prevention – Your Duties

To reduce fire risks, you must:

Electrical Safety

- Turn off non-essential electrical equipment when leaving the building.
- Report damaged plugs, leads, or appliances.
- Do not overload sockets or use unapproved extension leads.
- Do not bring in personal heaters without written approval.

General Housekeeping

- Keep desks and work areas tidy and free from unnecessary combustible materials.
- Dispose of waste daily and ensure bins are used properly.



- Never wedge open fire doors.
- Store flammable liquids only in approved containers and storage areas.

4. Action on Discovering a Fire

If you discover a fire:

- Activate the nearest fire alarm call point immediately.
- Do NOT attempt to extinguish the fire unless:
 - You are trained,
 - The fire is small and contained, and
 - You have a clear escape route.
- Evacuate the building by the nearest safe exit.
- Do not stop to collect belongings.
- Close doors behind you to slow fire spread.
- Proceed to the designated Assembly Point.
- Dial 999 and report the fire (if instructed or if safe and necessary).
- Report to the Fire Warden or Clerk at the assembly point.
- Do not re-enter the building until authorised by the Fire & Rescue Service.

5. Action on Hearing the Fire Alarm

When the alarm sounds:

- Stop work immediately.
- Leave the building using the nearest safe escape route.
- Assist visitors and members of the public.
- Do not use lifts (if present).
- Go directly to the Assembly Point.
- Remain there until the all-clear is given by the Fire & Rescue Service or Responsible Person.

6. Evacuation Information

Escape Routes

During induction, staff will be shown:

- all primary and secondary escape routes;
- fire doors and protected stairwells;
- final exit doors;
- internal and external signage.



Fire Exits

- Must remain unlocked and unobstructed during occupancy.
- Staff must not block exits or wedge doors open.

Assembly Points

You will be shown the assembly point for your main work location.
All staff must know the correct point for any building they visit.

7. Fire Safety Equipment

You will be shown the location of:

- Fire alarm call points
- Fire extinguishers (and types)
- Fire blankets (where applicable)
- Emergency lighting
- Fire action notices
- Fire doors and smoke control features

Staff must not use fire extinguishers unless trained and confident.

8. Special Arrangements

Personal Emergency Evacuation Plans (PEEPs)

If you have a disability, medical condition, or temporary impairment that may affect your ability to evacuate safely, please notify the Clerk so a PEEP can be prepared.

Visitors & Contractors

Staff are responsible for assisting the safe evacuation of any visitors they bring into the building.

9. Fire Drills

Fire drills are held at least once per year (more frequently for higher-risk buildings).

Full cooperation is expected.

Any issues identified must be reported to the Clerk.



10. Confirmation of Induction

I confirm that I have received and understood the Town Council Fire Safety Induction.

NAME JOB TITLE

SIGNATURE DATE.....

Induction delivered by: _____ (Clerk / Manager)

Date: _____