



AXMINSTER TOWN COUNCIL HEALTH AND SAFETY SUB-COMMITTEE

**Approved (substantively) at the Operations Committee meeting held 01/03/2022
Minute Entry OC22/069iii)**

Terms of Reference

1. Authority

a. The sub-committee is responsible to Axminster Town Council – Operations Committee (and ultimately, the Town Council) as per its standing orders. Members to be elected by the Operations Committee or Full Council.

b. The sub-committee will hold a minimum of two meetings per year.

2. Membership

a. The Health and Safety sub-committee will have a membership of three Town Councillors and will also include Non-Councillor members as required (specifically, one representing office staff, and one representing outdoor staff). Clerk will attend as the Council's Proper Officer.

b. The Town Council Chair will be ex-officio of the sub-committee but will not have voting rights.

c. The quorum of the sub-committee will be three.

d. The membership of the sub-committee will be reviewed annually at the Annual Meeting of the Town Council in May or at any other time that the Operations Committee/Full Council so decides upon.

e. The sub-committee will elect a Chair at the first meeting following the annual appointment of the sub-committee membership.

f. The Clerk will convene ordinary meetings of the sub-committee. Extraordinary meetings may be convened by the Chair subject to conformity with the usual notice period for such Council meetings.

g. That the Chair of the H&S Sub.Comm. can invite any person whose attendance would be conducive to the business of that meeting

Continued Overleaf.

3. Governance

- a. The sub-committee will follow the rules for convening its meetings as those applied to meetings of the full council, i.e. proper public notice, summons / agenda to members and minutes taken and retained.
- b. The Clerk will provide secretariat support to the sub-committee; in their absence, this duty can be undertaken by any member of the sub-committee.
- c. The sub-committee will review and approve its own minutes and then send these to Full Council for information and noting only.
- d. The Health and Safety sub-committee is delegated the power to spend up to £1,000, but not exceeding the budget allocation set aside for H&S expenditure.

4. Responsibilities

- a) The Health and Safety sub-committee will be responsible for:
 - i. Reviewing and updating the Council's Health and Safety Policy(ies)
 - ii. Ensuring that all appropriate H&S assessments are carried out, recorded and reviewed at least annually
 - iii. Ensuring that H&S assessments are suitable and sufficient
 - iv. Accessing competent health and safety advice as and when required
 - v. Ensuring that action is taken to adequately control risks to health and safety identified by each assessment
 - vi. Implementing, monitoring and reviewing preventative and protective measures, such as safe systems of work
 - vii. Ensuring that emergency procedures are in place, formally recorded and reviewed at least annually
 - viii. Ensuring that appropriate information, instruction and training is provided to all Councillors and employees and appropriately recorded
 - ix. Arranging for health and safety inspections of all premises and other areas at regular intervals, and reporting the findings of, and recommendations from, such inspections to the members of the Operations Committee and/or Full Council
- b) Acting on behalf of, and with the authority of, the Health and Safety sub-committee, the Town Clerk will be responsible for:
 - x. Ensuring that all employees are kept adequately informed of the risks to health and safety and the control measures provided
 - xi. Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures
 - xii. Holding copies of H&S assessment documents including (but not limited to) site visits/inspection reports, H&S policies, HSE correspondence etc.

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