



AXMINSTER TOWN COUNCIL HEALTH AND SAFETY WORKING PARTY

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

Terms of Reference

1. Authority

a. The Working Party is responsible to Axminster Town Council – Operations Committee (and ultimately, the Town Council) as per Council's standing orders. Members to be appointed by the Operations Committee or Full Council.

b. The Working Party will hold a minimum of two meetings per year.

2. Membership

a. The Health and Safety Working Party 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 Working Party but will not have voting rights.

c. The quorum of the Working Party will be three.

d. The membership of the Working Party 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 Working Party will elect a Chair at the first meeting following the annual appointment of the Working Party membership.

f. The Clerk will convene ordinary meetings of the Working Party. 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 Working Party can invite any person whose attendance would be conducive to the business of that meeting

Continued Overleaf.

3. Governance

a. The Working Party will follow the rules for convening its meetings as those applied to meetings of the full council ie. agenda to members and appropriate minutes taken and retained but these will not be published and members of the public are not permitted to attend (unless invited by the Chair for a particular reason).

b. The Clerk will provide secretariat support to the Working Party; in their absence, this duty can be undertaken by any member of the Working Party.

c. The Working Party will review and approve its own minutes and then send these to Full Council for information and noting only.

d. The Health and Safety Working Party has no delegated power to spend but can make appropriate recommendations to the Operations Committee in this respect if expenditure is required; The Chair of Operations Committee (and the Clerk) both have delegated authority to authorise expenditure as a matter of urgency or emergency if so required.

4. Responsibilities

a) The Health and Safety Working Party will be responsible for:

- i. Reviewing and updating the Council's Health and Safety Policies.
- 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 Working Party, 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.