

## Agenda Item 7

### For decision - Approval of Chapter 11 – Health and Safety Welfare Policy

Author: Sean Powell, Town Hall Steward

The Health and Safety Policy has been reviewed by;  
Myself, Sean Powell, Frome Town Hall Steward  
Becca Evans, Business Administrator  
Laura Flaherty, Executive Assistant to the Town Clerk and Mayor  
Hannah Watts, Assistant Finance Officer

Becca, Sean and Hannah and I have all completed and passed the Institution of Occupational Safety and Health (IOSH) Managing Safely course in September 2023.

I keep up to date by checking the HSE website along with Rachel, when reviewing Fire Safety checks of the building I refer to the website and ensure my knowledge and practices are up to date to ensure compliance.

The main changes to the policy are:

- We have taken out information and put in links to the HSE website where relevant, to ensure that the policy holds up to date information.
- We have also referred to Councillors, workers and volunteers in the policy not just employees as it affects them too.
- We have made our accident report log, recording near misses, vehicle incident/accident forms and incident to property forms electronic which will be shared via Teams with those who need access to them.
- The policy now refers to iHasco our online training provider where Cllrs, employees, workers and volunteers will be signed on to courses which are relevant to their role.
- We have removed lone working as there is a section in the staff handbook regarding this.

[A copy of the policy with track changes showing the amendments can be found at Appendix 7.1 on the website here.](#)

#### Recommendation

Approve and adopt the updated Health and Safety policy at Appendix 7.1.