

Agenda Item 7

For decision - Approval of updates to Chapter 11 – Health, Safety and Welfare Policy

Author: Sean Powell, Town Hall Steward

The Health, Safety and Welfare Policy has been reviewed by:

Sean Powell, Frome Town Hall Steward

Becca Evans, Business Administrator

Laura Flaherty, Executive Assistant to the Town Clerk and Mayor

Hannah Watts, Business & Finance Officer

As Town Hall Steward I keep up to date with health and safety requirements 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 at Appendix 7.1 are:

- The only significant change is on pages 19 and 20 we have made it more explicit that staff using their own vehicles for business use will need to ensure that they are covered as such under their insurance policy. We will also be asking for a copy of this from staff who use their own vehicles for work purposes.

Staff continue to keep up to date with first aid training and fire marshal training. All staff, Cllrs and volunteers have access to a suite of various training courses such as manual handling, DSE, first aid etc via iHASCO.

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, Safety and Welfare policy at [Appendix 7.1.](#)