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Introduction

Policy Approval

The Council's original policy was approved by Executive Board in 2004 and the Policy statement was approved and signed annually by the Council's Chief Executive. This review reflects the current management structure and clarifies arrangements for the organisation and delivery of corporate health and safety.

Why do we need a policy?

The Health and Safety at Work Act 1974, requires employers with five or more employees to produce a written health and safety policy. The policy identifies posts with specific responsibility for health and safety and sets out how to manage and implement the health and safety arrangements in the organisation. This will actively promote a health and safety culture and help reduce accidents and work-related ill health.

Our Policy

Successful health and safety management demands a comprehensive health and safety policy and that policy must be fully implemented and needs to be a relevant consideration in all of our decisions. The Council commits to achieving high standards of workplace health and safety and this policy is intended to promote the safety, health and well-being of our staff and contractors and to protect others who may be affected by our work activities, such as our customers and the general public. We believe that all of our employees have a vital role in protecting themselves, their work colleagues and the public from workplace hazards.

Our Approach to Risk

The Council's approach to risk management is laid out in [Risk management policy and guidance](#) which can be found on the East Devon intranet site. Consideration of risks to health and safety will be made in accordance with this policy.

How will we go about it?

This policy will be made available to all employees on Sharepoint and on the intranet. Physical copies can be provided on demand. The Health and Safety Policy Statement will be displayed on all notice boards.

All staff will be provided with suitable and sufficient training in health and safety for their job role under the umbrella of this policy and in accordance with our Health and Safety Training Matrix and any specific requirements of their role.

Some health and safety advice and guidance is presented here in this policy. The Corporate Health and Safety Team will provide advice and support on specific areas of concern on request.

The Corporate Health and Safety Team comprises:

February 2026

Version 3.4

- Assistant Director - Environmental Health
- Principal Environmental Health Officer (Commercial Premises)
- Corporate Safety Officer
- Operational Health and Safety Officer

Advice is also available directly from line managers and a designated service safety officer from the relevant service area. Further information for managers is available from our Managers' guide for new employees and Managers' checklist for temporary employees.

Safety inspections of all Council workplaces may be organised and carried out by members of the Central Joint Safety Panel.

Health & Safety Policy Statement

Each year the Chief Executive will review the state of health and safety management in the Council and sign the Health and Safety Policy Statement. A pro-forma of this statement is shown in Appendix 1.

1. Responsibility for Health & Safety at East Devon District Council

1.1. **The Chief Executive** has overall responsibility for all health, safety and welfare matters within the Council and will ensure their effective and successful management. The Chief Executive is responsible for ensuring the Council's Health and Safety Policy is applied across all Council operations and that workplace health and safety is managed corporately through a progressive strategy.

1.2. **The Leader of the Council, supported by Cabinet Members**, has the overall leadership role for the health, safety and welfare of employees and others within East Devon District Council's area of undertakings.

They will provide strategic direction and oversight by ensuring suitable resources are made available to discharge East Devon District Council's health, safety, welfare and fire responsibilities.

1.3. **The Portfolio Holder for Corporate, Council & External Engagement** represents Cabinet in Corporate Health and Safety matters. The Portfolio Holder will receive reports and actively monitor and promote health and safety across the Council raising matters with Senior Management and Personnel Committee.

1.4. Council has delegated to **Personnel Committee** the power to devise and develop overall health and safety policies, training and development plans.

1.5. **Service Directors along with the Chief Executive** who make up the **Executive Leadership Team (ELT)**, shall be responsible for the application of the Council's Health and Safety Policy within their Directorates.

1.6. **Service Director – Finance** shall ensure that all liability is covered by appropriate insurance.

1.7. **Strategic Leadership Team (SLT)** is responsible for considering and recommending policies and processes which ensure the Council fulfils its obligations and responsibilities for health, safety and welfare. They will consider health and safety issues raised by the Central Joint Safety Panel. The SLT will be delegated the responsibility for implementing the Council's health and safety policy in all Services by the Chief Executive.

1.8. **Assistant Director – Environmental Health** is designated as the Corporate Health and Safety Champion responsible for promoting Health & Safety and bringing specific safety issues to SLT. They are also responsible for:

- The Council's Corporate Safety Policy and the Corporate Safety Health and Safety Action Plan;
- Developing and maintaining a training matrix specifying the minimum mandatory corporate health, safety and welfare training needs for all employees.

- Routine inspections of all Council workplaces and practices to ensure the Council's statutory obligations are being met.
- Managing the corporate safety team.
- Advising Members, Chief Executive, Service Directors and Assistant Directors on the Council's responsibilities under the Health and Safety at Work etc. Act 1974 and specifically of the health and safety implications of any unsatisfactory working conditions for Council employees.
- Liaising with the Health and Safety Executive and through the Assistant Director - People and Performance with the Council's Occupational Health Provider on relevant matters.
- Maintaining a programme for monitoring and evaluating all hazards in the District Council (Risk Mapping) relating to the prevention of accidents and illness arising from work activities including risks to the public;
- Overseeing the delivery and implementation of the Corporate Safety Action Plan.

1.9. Assistant Director – People and Performance shall provide information about and publicise corporate health and safety training opportunities. They are also responsible for:

- Making arrangements for such mandatory training as necessary and maintaining records of completed training in a reportable format via Nexus Totara.
n.b. For all non-mandatory local health and safety training identified as necessary by line managers, or through other channels, it will be the responsibility of **The Principal Environmental Health Officer (Commercial Premises)** and the **Corporate Safety Officer** to assist line managers by advising on the suitability and sourcing of possible courses.
- Advise the Assistant Director - Environmental Health on the implications of the Council's Safety Policy insofar as they relate to personnel matters.
- Consult and negotiate with Appointed Safety Representatives of recognised Trade Unions on those aspects of the Council's Safety Policy which affect their conditions of employment.
- Ensure that Appointed Safety Representatives of recognised Trade Unions are provided with adequate facilities and training to carry out their functions, and that arrangements are made for joint consultation;

1.10. Directors and Assistant Directors are responsible for the application of the policy within their directorates/services.

To enable this, they will:

- Ensure observance of the requirements of the Health and Safety at Work, etc. Act, 1974 and other relevant legislation and insist that safe working practices are observed at all times;
- Propose a Service Safety Officer to act as liaison officer for health and safety matters on his/her behalf for day-to-day matters
- Ensure that the responsibilities of the Service Safety Officers are properly assigned, accepted and performed
- Ensure that Appointed Safety Representatives of recognised Trade Unions are provided with such facilities and assistance as they may reasonably require for the purpose of carrying out their statutory functions
- Ensure the allocation of sufficient budget to meet health and safety obligations.
- Ensure that suitable and sufficient assessment are undertaken of risks to the health and safety: (a) of their employees at work, and (b) of persons not in their employment who may be affected by the conduct of their employees in connection with their undertaking. Preventative and protective measures should be adopted to combat the risks identified in the course of the risk assessment process.

1.11. **Managers must** consider the implications for health and safety in any decision they make. Where their decision may compromise health and safety or there is any uncertainty, they must discuss this with their Line Manager.

1.12. **The Principal Environmental Health Officer (Commercial Premises) and the Corporate Safety Officer will:**

- Act on behalf of the Assistant Director - Environmental Health and on request provide advice on all aspects of health, safety and welfare at work to all senior staff, managers, employees, partner organisations and contractors.
- Co-ordinate the Council's approach to fulfilling the terms of its Safety Policy and Arrangements and developing strategies for the effective management of health, safety and welfare.
- Monitor adherence to statutory obligations and the Council's Safety policy against previously agreed goals.
- Be responsible for planning, delivering and reporting on compliance audits, carrying out investigations of reported accidents, incidents, near misses and other workplace hazards that have been reported.
- Ensure the completion and review of the Council's Health and Safety Policy and that satisfactory arrangements are in hand for implementing this policy;

- Assess the effectiveness of the Health and Safety Policy and recommend any changes to it which may be required from time to time;
- Produce a Health and Safety Plan covering all elements of health, safety and welfare and monitoring the compliance of the Council in achieving its targets;
- Ensure, as far as reasonably practicable, that managers are conversant with their responsibilities and are able to develop their knowledge and skills in order to fulfil these obligations;
- Promote and foster, through dissemination of information, training, publicity and other suitable means, cultural improvements within the Council in terms of health, safety and welfare issues applying to normal general working practices;
- Assess risks (and assist others to assess risks) to health and safety of employees, contractors and to the public in Council owned, maintained and occupied premises, depots, work areas, sites and working activities, and ensuring that necessary arrangements are made to prevent danger to health from these risks;
- Notify the Health and Safety Executive of accidents, dangerous occurrences and industrial diseases as prescribed under statutory requirements;
- Advise on the drawing up and implementation of safe systems of work and assist service managers and team leaders in researching, preparing, conducting and drafting suitable and sufficient risk assessments to reflect current best practice and covering the full range of work activity within their service areas.
- Carry out periodic inspections to identify unsafe plant, unsafe working conditions and unsafe premises;
- Ensure compliance with the Control of Substances Hazardous to Health Regulations (COSHH) through checks and audits.
- Advise on the safety and design and use of plant and equipment;
- Advise on the purchase of protective clothing and safety equipment and ensure that it is issued and used by employees correctly;
- Provide information about accident prevention techniques;
- Promote a health and safety training programme via the H&S Training Matrix and provide safety training for employees;
- Periodically review the suitability and sufficiency of the Council's mandatory corporate safety training programme and revise the programme accordingly;
- Investigate accidents, incidents and "near misses" to Council employees and other persons on Council premises or caused by a Council activity, record accident statistics and recommend means of preventing recurrences;

- Organise a fire drill/evacuation not less than twice a year or appropriate depending on Council office premises maintaining an appropriate number of fire wardens and/or fire sweepers providing them with regular refresher training and ensuring that all firefighting equipment is regularly serviced and inspected;
- Attend the Central Joint Safety Panel and provide professional advice on health and safety matters;
- Provide health and safety training and maintain records of this
- Advise Directors and Assistant Directors on their responsibilities under the Act,
- Maintaining contact on health and safety matters with the Service Safety Officers, Appointed Safety Representatives, and other local authorities, Fire Officers, and Health and Safety Executive;
- Undertake any other health, safety and welfare duties as may be assigned from time to time by the Assistant Director – Environmental Health.

1.13. **Managers and Team Leaders** are responsible to their Director and/or Assistant Director for ensuring that working conditions and personnel, employees of partner organisations and contractors under their control comply with statutory obligations relevant to the work being undertaken and also with arrangements under the Council's Safety policy and;

- be fully conversant with this policy and be responsible for its implementation within their areas of responsibility;
- have working knowledge of statutory requirements and agreed codes of practice applicable to the work on which they are engaged;
- ensure that applicable safe working practices are incorporated into their methods of work and instruction;
- report any damage or defects in plant and/or equipment immediately and take effective measures to eliminate any hazards from the areas within which employees under their control are working;
- produce written risk assessments of identified hazards to the employees or those affected by their work. Regularly review risk assessments and ensure they are updated when there is a change to practices, procedures or equipment and forwarded to the Corporate Safety Team
- restrain employees from, and not require them to take, unnecessary risks that may cause injury to themselves or others;
- ensure that all employees under their control, particularly those undergoing training, are made aware of and adopt safe working practices;

- ensure all employees under their control are issued with and make proper use of personal protective clothing and equipment appropriate to the tasks upon which they are engaged, and
- investigate and report all accidents , incidents, near misses, dangerous occurrences and take such appropriate measures as may be necessary to prevent a recurrence.
- ensure they have suitable and sufficient health and safety training.

1.14. Service Safety Officers are responsible for:

- Liaising with the Corporate Safety Officer for advice and assistance on the effects and application of the Council's Health and Safety policy within their service, and
- Advising and assisting Directors, Assistant Directors, Managers and Team Leaders and other members of staff within their service on health and safety matters.
- Co-ordinating and monitoring health, safety and welfare in their Services. These duties should include:
 - monitoring the effective application of this policy.
 - identifying potential hazards and dangerous practices and reporting on same to appropriate persons with a view to resolving the problems;
 - liaison with the Corporate Safety Officer on health, safety and welfare issues which affect the staff of the Service;
 - contact with Union Appointed Safety Representatives with the object of resolving local health, safety and welfare problems.
- Attending the Central Joint Safety Panel.

1.15. Appointed Safety Representatives of recognised trade unions will, through their Directors, be provided with such facilities and assistance as they may reasonably require for the purpose of:

- carrying out their statutory functions in accordance with the Regulations on Safety Representatives and Safety Committees 1977, and any arrangements made by or with the Council and
- co-operating with the Council on all aspects of health, safety and welfare at work and assist the Council in promoting accident prevention generally and with the distribution of relevant information to employees.
- helping the Service Safety Officers carry out their annual safety review.

1.16. Unions. The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, require

the Council to consult with employees' representatives on certain matters which affect the employees they represent. These matters are:

- the introduction of any measures that may substantially affect the health and safety of employees
- the arrangements for appointing 'competent persons'
- any health and safety information that must by law be provided to employees
- the planning and organisation of health and safety training for employees
- the health and safety consequences of new technology to employees Information on these types of issues should be presented to the Safety Panel in good time so that proper consultation may take place.

1.17. **The Central Joint Safety Panel** provides a forum for management, employees and Unions to consider and review safety matters arising from Council activities.

Specific roles include:

- The study of accident statistics and trends, so that reports can be made to management on unsafe or unhealthy conditions and practices, along with the recommendations for remedial action;
- Examination of annual health and safety inspections of all EDDC workplaces and maintaining records of this;
- Consideration of reports from **The Principal Environmental Health Officer** (Commercial Premises) and the **Corporate Safety Officer** setting out the Council's health and safety compliance audit work plan along with consideration of any completed audit reports.
- Consideration of reports from appointed safety representatives;
- The development, introduction and monitoring of safety rules and safe systems of work;
- The appraisal and monitoring of the effectiveness of safety training;
- Reviewing of safety and health communication and publicity in the workplace,
- The provision of a link with the appropriate inspectors appointed by the Health and Safety Executive;
- The extent of coverage of council activities by Corporate Health and Safety risk assessments.
- The review of existing or introduction of new health and safety policies as new legislation dictates.

The panel will consist of equal numbers of representatives of the **employers** and **employees**.

It will meet on a 3 monthly basis, but a special meeting can be convened at the instigation of the Chairman and Vice Chairman to discuss any business requiring urgent attention.

1.18. **All employees** shall exercise personal care for their own health, safety and welfare and for the health, safety and welfare of others who may be affected by their work activity. They will co-operate with the Council to enable it to carry out its responsibilities and statutory requirements. They must not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare. In particular all employees shall:

- Familiarise themselves with the Council's Health and Safety Policy and relevant policies;
- Work in accordance with safe working practices relevant to any task undertaken.
- Make full use of all appropriate protective clothing and safety equipment provided by the Council.
- report any defects, hazards or other items, that could give rise to an unsafe place of work.
- Report all accidents, incidents, near misses and dangerous occurrences.
- Undertake any training identified as required to deliver their role safely.

1.19. **Elected Members** have a key role to play in ensuring the health, safety and wellbeing of entire communities. Their decisions can have a major influence on the health and safety of both local authority employees and the public.

1.20. **All Contractors** have a responsibility for their own safety and those affected by their work activity. They must follow agreed method statements, permits to work and any procedures/safe practices required of council employees. This includes adhering to The Management of Contractors policy.

2. Arrangements for implementing the Health and Safety Policy

2.1. Training

2.1.1. It is the Line Manager's responsibility to ensure that all employees that they supervise are given the appropriate Health and Safety training to enable them to undertake their duties within a safe working environment. Managers are required to ensure that:

2.1.2. Regular reviews of appropriate safety training are undertaken. Corporate Safety Team provide guidance to managers within the Health and Safety

Training Matrix. Managers should pay particular attention to the need to review training needs that may arise following the introduction of any new plant or machinery or as a result of implementing new processes, procedures, accidents or modified work methods.

2.1.3. Employee's annual Performance Excellence Review includes a formal review of any Health and Safety issues and identifies any training needs.

2.1.4. Each service will make the necessary arrangements for ensuring that all employees receive sufficient, 'on the job' safety training.

2.1.5. Records of all training undertaken are retained on the iTrent and Nexus Totara databases by the HR Training team and on the Training Matrix by the Corporate Safety Team.

2.1.6. All new starters will receive a basic introduction to Health and Safety through mandatory training as advised by line manager. Welcome Meetings are delivered regularly and provide an element on Health and Safety delivered by the Corporate Safety Team.

2.1.7. The Assistant Director - People and Performance (assisted by the Corporate Health and Safety Team) will provide mandatory Health and Safety training courses via the Nexus Totara system. The definitive list of mandatory training courses is held on Nexus Totara but corporate health and safety training currently comprises:

- Health and Safety Induction course.
- Introduction to Health and Safety at Work
- Introduction to Manual Handling
- Slips and Trips and Falls
- Display Screen Equipment risk assessment
- Fire Safety and Evacuation
- Handling Workplace Stress

2.1.8. Many other health and safety topics are available. Training needs will be assessed annually by line managers through the performance excellence review process and those training needs will reflect the requirements shown in our training matrix and will be detailed in training and development plan for each employee.

2.2. Planning, Reporting, Safety Inspections and Audits

- 2.2.1. The Corporate Safety Team will provide an annual workplan, identifying priorities for the next financial year. This will be reported to SLT for comment and approval.
- 2.2.2. SLT will ensure that safety performance is effectively monitored through regular reporting. The Corporate Safety Team will provide an annual report and quarterly updates to SLT and to Personnel Committee.
- 2.2.3. The Corporate Safety Team will produce and deliver an ongoing programme of inspections and audits. Outcomes for each service being reported back directly to Assistant Directors and Managers and will form part of reports to SLT.
- 2.2.4. In addition SLT and Managers should make arrangements for monitoring the safety performance within their services/teams. These may include:
 - A review of arrangements for health, safety and welfare by working with each service manager with a risk mapping checklist.
 - Regular reviews of: safety arrangements, safety inspection reports, hazard reports, accident reports, and measures to improve safety within the services.
 - Review of current Health and Safety risk assessments and safe working practices.
 - Ensuring that Health and Safety is a standing item on any team meetings.
 - Supporting any relevant projects or work co-ordinated by the Corporate Safety Team that is required to deliver Council priorities.

2.3 Risk Assessment

- 2.3.1 The Management of Health & Safety at Work Regulations 1999, Regulation 3, places a duty on employers to assess risks and hazards to the health and safety of all employees and anyone else who may be affected by their work activity.
- 2.3.2 This written assessment will enable the necessary preventative and protective measures to be identified and undertaken. A corporate Risk Assessment template is available for this purpose.
- 2.3.3 The Directors and Assistant Directors will ensure that risk assessments are undertaken by the appropriate managers. All members of staff will be involved in the risk assessment process which will cover areas such as Noise, Coshh (Control of Substances Hazardous to Health), Work Equipment, Manual Handling, Working at Height, Display Screen Equipment (DSE), and Personal Protective Equipment (PPE). In

addition, assessments will be required for Young People at Work, Pregnant and Nursing Mothers, Violence to Staff and Stress.

2.3.4 Assessments must be reviewed annually or revised if the situation, task or equipment used changes or if the situation task or equipment changes or as a result of accidents. The Corporate Safety Team can offer advice and support if required.

2.4 Accident Reporting & Recording Procedures

2.4.1 All accidents, incidents, near misses and dangerous occurrences" must be reported by the line manager responsible for the injured employee (or by a suitable responsible colleague acting in their absence) using the on-line system and investigated so that the risk of a recurrence is minimised.

2.4.2 The Principal Environmental Health Officer or the Corporate Safety Officer will receive notifications of all reported accidents, incidents, near misses and dangerous occurrences. They will take appropriate steps to ensure that a proportionate and timely investigation is carried out, any controls identified and implemented and complete a record of all actions taken.

2.4.3 If it is appropriate to do so they will make a statutory notification to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) on behalf of the Council either immediately upon receipt of qualifying accidents or incidents or immediately following a resultant absence period following the accident or incident of more than 7 days.

2.5 Hazard Reporting Procedure

2.5.1 Whenever a health, safety or welfare enquiry or a report of a hazard is made, the appropriate remedial measures to secure health and safety must be taken as soon as possible, if accidents are to be avoided. Normally when an employee makes a report, their supervisor or manager should be informed without delay in order that suitable action may be taken to reduce or remove the hazard. An on-line accident or incident reporting form must be completed unless it is a minor hazard that can be immediately dealt with by the employee themselves.

2.5.2 Employees are also encouraged to contact their Service Safety Officer to make them aware of their report. The reporting procedure is as follows:

- The on-line form is completed and sent which will inform the Corporate Safety inbox.
- The Principal Environmental Health Officer (Commercial Premises) or the Corporate Safety Officer may contact the employee or line manager to check if the hazard has been dealt with.

- The Principal Environmental Health Officer (Commercial Premises) or the Corporate Safety Officer may need to contact the Assistant Director or refer to SLT if the hazard requires their intervention.

2.5.3 The outcome of each investigation will be reviewed and may lead to changes in the arrangements for ongoing health, safety and welfare in that service (and potentially other related services) including a further risk mapping review of that service, a review of risk assessments or the identification of a training need.

2.5.4 Each Service is responsible for ensuring that:

- All employees are made aware of the enquiry and hazard reporting procedure.
- Action is taken to produce a satisfactory conclusion to each hazard report and that the system is properly monitored.
- The reports, investigations and outcomes are reported quarterly to SLT for review.

2.6 First Aid

2.6.1 The Principal Environmental Health Officer (Commercial Premises), and the Corporate Safety Officer will develop and maintain a first aid training programme and arrange for the appointment of a sufficient number of qualified First-Aid trained staff to meet statutory requirements.

2.6.2 Medical advice on matters of occupational health will be sought by the Assistant Director - People and Programmes. The Principal Environmental Health Officer (Commercial Premises) and the Corporate Safety Officer may also contact the Employment Medical Advisory Service, where it is appropriate to do so.

2.6.3 Corporate Safety Officer will ensure that First Aid Boxes are provided and maintained at each workplace. A prescribed leaflet "General first-aid guidance for first aid boxes" will be kept in each Box.

2.6.4 Managers of services provided in remote locations will be supported with advice from The Principal Environmental Health Officer (Commercial Premises) and the Corporate Safety Officer.

2.6.5 The location and names of qualified "First-Aiders"/Appointed Persons will be displayed on notice boards at Blackdown House and Exmouth Town Hall.

2.6.6 All employees should seek first aid treatment for injuries received at work.

2.6.7 Details of the incident must in all cases be reported and recorded on the on-line Accident Form.

2.7 Health and Safety Executive (HSE)

2.7.1 The HSE is the body responsible for enforcing health and safety legislation in relation to local authority health and safety. The HSE may contact the Council in relation to:

- A reported accident/incident.
- A complaint.
- A routine inspection.
- A matter of specific concern.

2.7.2 The Assistant Director Environmental Health must receive copies of all correspondence received from or sent to the HSE. They are responsible for ensuring that SLT are updated.

2.7.3 The Principal Environmental Health Officer (Commercial Premises)/Corporate Safety Officer must be notified of any visits/inspections to be carried out or undertaken by the HSE

2.7.4 Whenever possible during the inspection/visit of an HSE Inspector, the Principal Environmental Health Officer (Commercial) / Corporate Safety Officer and/or representative of the Service being visited/inspected, should be present.

2.8 Other Arrangements

2.8.1 Relevant Health and Safety Policies and Procedures include (non-exhaustive);

- Asbestos Policies (Housing and Property Services)
- Bomb and other Threats Policy
- Legionella Policy
- Lone Working Policy
- Vibration Policy
- Violence at Work Policy
- Young People at Work
- The Management of Contractors Policy

3 Outcomes

3.1 The policy demonstrates management's commitment and support and outlines delegated responsibility and arrangements which will:

- ensure better health and wellbeing of employees
- reduce the number of accidents
- reduce sickness due to work related ill health
- help avoid litigation claims as a result of work-related accidents and ill health.

4 Performance Monitoring

4.1 Health and safety performance is monitored through:

- the Health and Safety Action Plan
- Inspections
- audits
- accident and complaint investigations
- work related ill health statistics
- accident statistics

4.2 Performance will be reported through quarterly and annual reports to ELT/
SLT/Personnel Committee/Central Joint Safety Panel.

5 Policy Consultation

5.1. The Health and Safety Policy has been produced and revised in consultation with the
SLT, Unison and Central Joint Safety Panel.

6. Policy Review

6.1. A full review of this policy will be carried out at least every three years. If there are
any significant changes relating to health and safety this period may be brought
forwards.

Appendix 1. Proforma Annual Policy Statement

East Devon District Council recognises and accepts its responsibility as an employer, and will provide, as far as is reasonably practicable, a safe and healthy workplace and work environment for all of its employees and those who are not its employees, e.g. customers, contractors and the public who may be affected by its activities, or in premises it makes available as a place of work. Similarly, the Council will strive to ensure the wellbeing of its employees.

The Council has the following underlying beliefs:

- The workforce is our most important asset.
- Health and Safety is a management responsibility integral to service provision and must be considered in all decision making.
- Effective Health and Safety management is based on a common understanding of risks and controlling them through good risk management.
- The preservation of human and physical resources is an important means of minimising costs.
- Accidents, ill health and incidents are usually preventable.

The Council will take all reasonably practicable steps, including making available sufficient funds and resources to meet its responsibility and ensuring the provision of:

- Safe plant, equipment and systems of work.
- A safe place to work.
- A healthy working environment.
- Sufficient welfare facilities and arrangements.
- Safe arrangements for the use, handling, storage and transport of articles and substances.

A system of reviewing procedures and auditing their effectiveness will be maintained to ensure the proper management of Health and Safety within the authority.

- Every employee has a duty to assist the Council in achieving these aims by:
- Exercising personal care for the health and safety of themselves and others who may be affected by their acts or omissions.
- Co-operating with the Council to enable it to carry out its responsibilities.
- Not intentionally or recklessly interfering or misusing anything provided in the interests of health, safety or welfare.

Signed:

Date: