

STOKESLEY TOWN COUNCIL
including STOKESLEY TOWN HALL TRUST
and STOKESLEY MANORIAL LANDS TRUST

HEALTH AND SAFETY COMMITTEE

Terms of Reference

Note: Reference to 'Council' includes both the above trusts.

1. Authority

- a. The committee is responsible to Stokesley Town Council per its standing orders.
- b. The committee will hold a minimum of two meetings per year.

2. Membership

- a. The Health and Safety Committee will have a membership of five Town Councillors and can include Non-Councillor advising members as required.
- b. The Town Council Chairman will be ex-officio of the Committee but will not have voting rights.
- c. The quorum of the committee will be three.
- d. The membership of the committee will be reviewed annually at the Annual Meeting of the Town Council in May.
- e. The committee will elect a Chairman at the first meeting following the annual appointment of the committee.
- f. The Clerk will convene ordinary meetings of the committee. Extraordinary meetings may be convened by the chairman without the usual notice period.

3. Governance

- a. The committee will follow the rules for convening its meetings as those applied to meetings of the full council, i.e. public notice, summons / agenda to members and minutes taken and retained.
- b. The Clerk will provide secretariat support to the committee.
- c. The committee will ratify its own minutes and then send these to full council for information only.
- d. The Health and Safety Committee is delegated the power to spend up to £1000, but not exceeding the budget allocation.

4. Responsibilities

- a. The Health and Safety Committee will be responsible for:
 - i. Reviewing and updating the Council's Health and Safety Policy
 - ii. Ensuring that all appropriate risk assessments are carried out, recorded and reviewed at least annually;
 - iii. Ensuring that risk 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 Council.
- b. Acting on behalf of, and with the authority of, the Health and Safety 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 risk assessment documents.
- c. Additionally, Health and Safety Committee will be responsible for:
- xiii. Reviewing and updating the Council's Closed Circuit Television (CCTV) Policy