



EDITH WESTON PARISH COUNCIL

Health and Safety Policy

Introduction

This policy sets out the general principles and approach that the Edith Weston Parish Council (the Council) will follow in respect of Health & Safety legislation for premises and activities for which it is responsible.

Scope of the Policy

The Council aims to protect the health, safety and welfare of employees, contractors, and users of its facilities, services and premises.

The Council will ensure that users of its facilities, services and premises are properly managed by the Council and that the Council set up and monitor appropriate Health & Safety policies and procedures for the protection of the public.

Councillors are required to take reasonable care of their own Health & Safety when carrying out duties on behalf of the Council.

The Parish Clerk

As the Parish Clerk works from home, the Council should ensure the Parish Clerk has a safe working environment. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

Contractors, Employees and Volunteer Workers

The Council will ensure that any contractors or volunteer workers carrying out work on behalf of the Council have adequate and appropriate Public Liability Insurance.

Contractors and volunteer workers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work, which may affect members of the public.

Employees, contractors and volunteers should:

- Seek advice on health and safety matters from the Clerk.
- Make proper use of protective clothing and safety equipment provided.
- Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
- Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.

Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with

the Council to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each individual.

A copy of this statement will be issued to all Council employees and Councillors. It will be revised, added to, or modified from time to time.

Environment

The Council will ensure that, as far as possible that any events organised/facilities provided by the Parish Council remain safe and a pleasant environment for its residents.

The Council will obtain specialist technical Health & Safety advice for any projects or pieces of work that could affect the general public.

The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardize the Health & Safety of the general public.

Risk Assessment

The Council will carry out a risk assessment of all its activities and review this annually.

The Council will set up and monitor policies and procedures to reduce any risks that are identified.

Council Safety Officer

The Clerk, as the appointed Safety Officer will:

- Assume the day-to-day responsibility of ensuring the safety policy is reviewed, maintained & adhered to
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health & Safety at work requirements.
- Maintain a record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent recurrence or further incident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health & Safety where necessary.