

Botesdale PC Health and Safety Policy

Introduction

This policy sets out the general principles and approach that Botesdale Parish Council will follow in respect of Health and Safety legislation for premises and activities for which it is responsible. It is the responsibility of all Parish Councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

Scope of the policy

- 1) The Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council, and members of the public who are affected by the Council's activities.
- 2) The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

Councillors and Parish Clerk

The Councillors and Clerk should take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council. If working from home, they should ensure that they work in a safe working environment.

Contractors

Contractors are expected to have their own Health & Safety policy and to carry out a risk assessment prior to the commencement of work. The Parish Council will ensure that any individuals employed to carry out work on behalf of the Council have adequate and appropriate Public Liability insurance.

Volunteer Workers

Volunteer Workers are reminded that they have a duty to work safely and NOT put others at risk. They will be expected to:

- a) Make proper use of protective clothing and safety equipment provided.
- b) Report any hazard or situation encountered during their work, which may affect members of the public.
- c) 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.

Other Responsibilities

Although it is often other bodies which will be responsible for monitoring the safety of our environment – for example footpaths, roads, street cleaning and street lighting – the Parish Council will promptly report any hazards that are brought to its attention.

Risk assessment

The Parish Council will carry out a risk assessment of all its activities, to be reviewed annually, and will set up and monitor procedures to reduce any risks that are identified.

Council Safety Officer

The Clerk, as the appointed Safety Officer, will take all reasonable steps to ensure that the Health and Safety Policy is maintained, regularly reviewed and adhered to.

Health and safety procedures reporting accidents

All accidents must be reported in the first instance to the Clerk and brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in their absence the Vice-Chair, should be informed immediately.