

## WEEKLEY PARISH COUNCIL



### **HEALTH AND SAFETY POLICY**

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. The Council recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as the play area for leisure purposes. The Council will meet its responsibilities under the Health and Safety at Work Act 1974.

#### **THE PARISH COUNCIL'S SAFETY POLICY STATEMENT**

Weekley 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.

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.

The Parish Council will take all reasonable steps to ensure:-

- That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
- Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
- That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

The Clerk is responsible for managing safety, based on the Council's safety policy.

The Clerk keeps copies of relevant health and safety documents.

All Councillors, Employees and volunteers have a duty to work safely and NOT put others at risk.

## HEALTH AND SAFETY PROCEDURES

The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.

The Clerk, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- Provide proof of adequate Public Liability insurance cover (contractors only) before carrying out any work
- Comply with work instructions for health and safety.
- Take reasonable care for their own health and safety, use appropriate personal protective clothing where necessary and, where appropriate, ensure that first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.

Report any accidents or hazardous incidents to the Clerk. This policy should be considered in conjunction with Weekley Parish Council's Risk Management Policy.

## REPORTING ACCIDENTS

All accidents or hazardous incidents must be reported in the first instance to the Clerk. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairperson, or in his/her absence the Vice Chairperson should be informed immediately.

<b>Approved by Weekley Parish Council:</b> <i>Signed Copy Held By Clerk</i>		
<b>Signature of Chair</b>		<b>Date: 7<sup>th</sup> November 2023</b>
<b>Signature of Clerk</b>		<b>Date: 7<sup>th</sup> November 2023</b>

To be reviewed 2025

Version	Purpose	Author	Date	Minute Ref
1	New	RC	07/11/2023	