

LANDKEY PARISH COUNCIL

HEALTH & SAFETY POLICY

Introduction

This policy sets out the general principles and approach that Landkey Parish Council (the Council) follows in respect of Health and Safety legislation for activities for which the Council is responsible. It is the responsibility of all Councillors and employees of the Council to be aware of the following policy aims and statement on Health and Safety and of the organisational arrangements made to implement this policy.

Aims of the Health & Safety Policy

To provide as far as is reasonably practicable, a safe place of work and a safe working environment. That arrangements for considering, reporting and reviewing matters of health and safety at work including regular risk assessment of work activities and safe systems of work. To obtain specialist technical advice and assistance on matters of health and safety where necessary. To provide care and attention to health and safety and accept its duty of care to health and safety and welfare of councillors, employees, volunteers, contractors and members of the public who may be affected by the Council's activities or work on behalf of the Council.

The Parish Council's Health and Safety Policy Statement:

1. The Council will meet its responsibilities under the Health and Safety at Work Act (1974), and the Management of Health and Safety at Work Regulations (1999).
2. The 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.
3. The Council will take all reasonable steps to ensure that:
 - 3.1. Information, instruction, training, supervision, equipment, and facilities necessary to
achieve a safe working environment for councillors, employees, members of the public, contractors and volunteers are provided.
 - 3.2. Its work activities in all forms are done so in such ways that members of the public are not put at risk.
 - 3.3. Arrangements are in place for the safe use, handling, storage and disposal of all
substances and equipment that may endanger health or welfare.

3.4. This policy is brought to the attention of all councillors, employees, volunteers, members of the public, is publicised on their website and reviewed annually.

4. The Council is responsible for managing safety, based on the Council's safety policy.
5. The Clerk shall maintain a record of all suitable and sufficient risk assessments, method statements, Health and Safety documents including records of notified incidents and act as a central contact point for the Health and Safety Executive (HSE).
6. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.
7. All councillors, employees, volunteers and contractors have a duty to take reasonable care for their own health and safety, to use appropriate personal protective equipment (PPE) and ensure appropriate first aid facilities are available.
8. To take reasonable care for the health and safety of other people who may be affected by their activities (acts or omissions).
9. Significant risks to be brought, discussed, assessed and actions assigned through the full Parish Council meeting.

Suitable and Sufficient Risk Assessments:

- 10.1 The Council will carry out risk assessment of its activities as and when necessary and review them annually.
- 10.2 The Council will centrally set up and monitor policies and procedures to mitigate and control any risks that are identified.
- 10.3 The Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major