

Crowan Parish Council

Health And Safety Policy

1. INTRODUCTION

- 1.1. This policy sets out the general principles and approach that Crowan Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.
- 1.2. It is the responsibility of all councillors and council employees to be aware of this policy and of the organisational arrangements made to implement it.

2. SAFETY POLICY STATEMENT

- 2.1. 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), Crowan Parish Council accepts its duty to provide and maintain safe and healthy working conditions for its members and employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council, and to members of the public who use its facilities.
- 2.2. 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.
- 2.3. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

3. COUNCIL RESPONSIBILITIES

- 3.1. The Parish Council is responsible for managing safety, based on this policy. To achieve this, it will take all reasonable steps to ensure the following.
 - 3.1.1. Information, instruction, training, supervision, equipment and facilities necessary to achieve a safe environment for employees, members of the public, contractors and volunteers will be provided.
 - 3.1.2. No-one will be put at risk by the way the Council carries out its work.
 - 3.1.3. Substances and equipment that may endanger health or welfare will be stored, handled, used and disposed of safely and with due regard for the environment.
 - 3.1.4. The Parish Council will carry out risk assessments of its activities as and when necessary and review these at least annually. Policies and procedures will be changed as necessary to reduce any risks that are identified.
 - 3.1.5. When appropriate, the Council will seek expert advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities.
 - 3.1.6. The Council will consult and negotiate with its employees on health, safety and welfare at work whenever necessary to ensure continuing improvement.
 - 3.1.7. Health and safety matters will be regularly discussed at Council meetings.

4. PARISH CLERK RESPONSIBILITIES

- 4.1. The Parish Clerk is responsible for day-to-day matters of Health and Safety and for carrying out this policy.
- 4.2. The Clerk will undertake training as required to ensure that Council activity is carried out safely and effectively; keep informed of relevant health and safety legislation; and advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- 4.3. The Clerk will keep a record of notified accidents, incidents and near-misses, and will take immediate action to prevent recurrences.
- 4.4. The Clerk will act as the contact and liaison point for the Health and Safety Executive.
- 4.5. The Clerk will ensure safe working practices are carried out by Council employees and contractors, and council activities and facilities are safe, and will carry out risk assessments to ensure this.
- 4.6. The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.

5. CONTRACTOR RESPONSIBILITIES

- 5.1. The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the Council.
- 5.2. Contractors will ensure that all employees are sufficiently trained, supervised and equipped to carry out their duties effectively and safely, including properly-maintained equipment, provision of PPE, first-aid etc.
- 5.3. Contractors will promptly report all accidents, incidents and near-misses to the Clerk.

This policy will be available to all employees, members of the public, contractors, volunteers and Councillors and will be reviewed annually.

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