

Weston by Welland Parish Council Health & Safety Policy

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

STATEMENT

2. This Health and Safety Policy has been adopted by Weston by Welland Parish Council to encourage safe working practices in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1999). The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others who may be affected by the council's activities.

RESPONSIBILITIES

3. All Councillors, employees and volunteers have a duty to work safely and;
 - take reasonable care for the health and safety of themselves, and others who might be affected by their actions;
 - fully co-operate and comply with any health and safety instructions and rules;
 - Keep health and safety in the front of their minds and report any concerns promptly;
 - use equipment as directed or according to the instructions.
 - Report any accidents, dangerous incidents or near misses.
 - Notify the Parish Council of any shortcomings in health and safety arrangements.
4. The Parish Council will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all councillors, employees, volunteers and contractors by;
 - Assessing risks to the health and safety of employees, members of the public and other persons affected by work processes.
 - maintaining any place of work under their control, in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks.
 - providing information, instruction, training and supervision and facilities as is considered necessary to achieve safe working.
 - making arrangements for ensuring, the safe use, handling, storage, transport and disposal of articles, substances and equipment; that may endanger health or welfare.
 - promoting communication between all parties concerning health and safety matters;

- regularly monitoring and reviewing health and safety at work and making and communicating any necessary changes to ensure continuing improvement.
5. The Clerk has overall responsibility for the implementation of the Parish Council's policy, for ensuring that the policy is communicated and that its effectiveness is monitored.

RISK ASSESSMENTS

6. General risk assessments will be carried out on all activities and events organised by the Council. Risk Assessments will be carried out using a team approach by involving employees, contractors or volunteers who are familiar with the work areas.
7. The Parish Council's risk assessments will be held centrally by the Parish Clerk. Copies of risk assessments and safe systems of work will be provided to relevant employees, volunteers and contractors.

FIRST AID

8. In line with The Health and Safety (First-Aid) Regulations 1981, the Parish Council will ensure there is an adequately supplied first-aid box located in the Church.

ACCIDENT REPORTING

9. All accidents or incidents, no matter how small, must be reported to the Clerk and the Parish Council and details entered on an accident form. All accidents will be investigated, and preventative measures implemented where appropriate.

REVIEW

10. This policy statement will be reviewed annually or sooner if required to ensure the contents remain accurate and valid.

Date: 09/11/2022

Next Review Date: 09/11/2022