

Petrockstowe Parish Council- Health and Safety Policy

This is the Health and Safety policy statement of Petrockstowe Parish Council

Part 1: Statement of intent

This Policy is designed to

- 1.1. Prevent accidents as far as reasonably practicable
- 1.2. Manage health and health and safety risks for the activities and tasks for which we are ultimately responsible
- 1.3. Comply with all relevant health and safety legislation, codes of practice and HSE guidance as far as reasonably practicable
- 1.4. Provide clear instructions, information and any necessary training to Parish Councillors, visitors, volunteers and employees to enable them to carry out activities and tasks safely
- 1.5. Provide clear instructions and information to contractors to enable them to carry out activities and tasks safely
- 1.6. Ensure that Parish Councillors, volunteers and contractors are competent to carry out any tasks and activities they are asked to undertake.
- 1.7. Where relevant to ensure that personal protective equipment is made available to Parish Councillors, employees, visitors and volunteers if required in the course of their activities or tasks
- 1.8 Ensure safe handling and use of any hazardous substances
- 1.9 Implement any required emergency procedures
- 1.10 Provide sufficient financial and other resources to implement this policy
- 1.11 Regularly review and revise this policy as necessary.

Part 2: Responsibilities for Health and Safety

- 2.1 Petrockstowe Parish Council has overall responsibility for Health and Safety
- 2.2 The Parish Clerk has day-to-day responsibility for ensuring that this policy is put into practice

To ensure health and safety standards are maintained / improved, the following people have responsibilities:

- 2.3 Risk assessments – Parish Councillors, Committee Members, volunteers or employees who carry out agreed tasks
- 2.4 Accident reporting - by all those involved in the events organised by Parish Council
- 2.5 Training and other information is kept by the Parish Clerk
- 2.6 Maintaining of records such as inspections is held by the Parish Clerk

Part 3: Arrangements for Health and Safety

All employees, visitors, volunteers, committee members and contractors must:-

- 3.1 Co-operate with the Parish Council on health and safety matters

3.2 Take reasonable care of their own health and safety and consider how their activities may affect others

3.3 Report all health and safety concerns to the Parish Clerk

Risk Assessments

We will :-

3.4 Ensure that relevant risk assessments are completed to ensure they remain relevant

3.5 Review risk assessments regularly and when working habits or conditions change

3.6 Ensure that contractors have risk assessments, method statements, safe systems of work and sufficient Public Liability insurance in place before commencing works on behalf of the Parish Council.

Training

We will:-

3.7 Give all employees, visitors, volunteers, and contractors health and safety induction if required along with appropriate training

3.8 Ensure any relevant personal protective equipment is provided to Parish Council members, visitors and volunteers if required in the course of their activities or tasks

3.9 Make sure that suitable arrangements are in place for Parish Council members and volunteers working alone

Consultation

We will:

3.10 Consult Parish Councillors, employees, volunteers and contractors routinely on health and safety matters as they arise and formally when we review health and safety at meetings – as necessary but also by an annual review in March

Emergency procedures including evacuation

We will:

3.11 Ensure that Parish Councillors, employees, visitors and volunteers are aware of any emergency procedures that may affect them in the course of their activities or tasks carried out on behalf of the Parish Council

Signed on behalf of Petrockstowe Parish Council _____

Print Name: _____ Position _____

Date agreed: _____

Reviewed date: -----/-----/----- Minute ref: _____