


## Congresbury Parish Council

### Health and Safety Policy Statement

Date of adoption by Parish Council	13 <sup>th</sup> July 2020	Next review date	May 2022
Signature of Chairman of Parish Council		Policy reference	POL-024

#### 1. General Statement

Congresbury Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, volunteers, contractors, councillors and others who may be affected by the activities of the Council.

The Parish Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974 and subordinate regulations, and will provide, as far as reasonably practicable, the resource necessary to fulfil this commitment.

If appropriate the Parish Council will seek expert technical advice on health and safety matters.

#### 2. Key objectives

The Parish Council is committed to the following objectives;

- The provision of a safe place of work and a safe working environment where safe systems of work are followed;
- Having arrangements in place for considering, reporting and reviewing matters of health and safety, including regular risk assessments of working activities;
- To ensure mechanisms are in place to prevent work related ill health and support those at work with health conditions or disabilities;
- To ensure that all staff have the knowledge and competence they need to meet their individual and collective responsibilities;
- To monitor and review health and safety performance; and
- To provide resources to meet the Council's health and safety obligations.

### 3. Organisation

The overall responsibility for this policy lies with the Parish Council which gives powers to the Parish Clerk for implementation.

#### 3.1 Parish Clerk responsibilities

The Parish Clerk will;

- Keep informed of relevant health and safety legislation;
- Advise the Council on the resource and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy;
- Make effective arrangements to implement the Health and Safety Policy;
- Maintain, document and review an effective health and safety management system including risk assessments for working practices and facilities;
- Ensure that Parish Council work activities do not unreasonably jeopardise the health and safety of members of the public;
- Maintain a record of notified accidents and ensure that where necessary any accident/dangerous occurrence are investigated and measures put in place to prevent a possible reoccurrence.

#### 3.2 Employees, volunteers, councillors and contractor responsibilities

All employees, volunteers, councillors and contractors will;

- Cooperate fully with the requirements of the Parish Council Health and Safety Policy statement and key objectives and any work instructions for health and safety;
- All staff and volunteers are responsible for ensuring that they conduct their activities and those activities over which they have control in accordance with the Council's health and safety policies and statutory provisions. They must co-operate with the Parish Clerk and Councillors so that health and safety responsibilities can be discharged;
- The Council has a duty under the health and Safety at Work etc. Act 1974 to provide a safe environment for contractors working on Council managed property. Contractors must be informed of emergency procedures in order that they are able to take correct action in an emergency. Where there are known hazards these should be clearly communicated to contractors for inclusion in their risk assessment process. Contractors are required to provide a description of their method of work to the Parish Clerk so that there is an effective dialogue on safety issues before work commences;
- Report any accidents or dangerous occurrences to the Parish Clerk.