

# OTTERFORD PARISH COUNCIL - HEALTH & SAFETY POLICY

## INTRODUCTION

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health & Safety legislation for premises and 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 statements on Health & Safety and of the organisational arrangements made to implement these policies.

## THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. Otterford Parish Council, 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)*, accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
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. It will provide the resources to ensure the safety of its employees and others affected by its work.
3. **The Parish Council will take all reasonable steps to ensure:**
  - 3.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
  - 3.2 That its work, in all its forms, is carried out in ways so that members of the public are not put at risk.
  - 3.3 That 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 That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
  - 3.5 That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
4. The Parish Council is responsible for managing safety, based on the Council's safety policy.
5. The Clerk shall keep copies of all Risk Assessments, Method Statements and Health & Safety documents, in labelled Health and Safety files.
6. 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.
7. Day-to-day matters of Health and Safety are dealt with by the Clerk.
8. **General Arrangements (Parish Council Activities)**

- 8.1 The Parish Council Accident Book is held by the Parish Clerk.
- 8.2 Any accidents, injuries or dangerous occurrences must be recorded in the Parish Council Accident Book and where necessary the Clerk will report these to the HSE

All such accidents should be brought to the attention of the Council at the next full Council meeting. In the event of a serious injury or dangerous occurrence the Chairman or in their absence the Deputy Chairman should be informed immediately.

- 8.3 A first aid box must be available at all Council activities, and periodic checks will be carried out to ensure the contents are adequately maintained.

## **9. Fire Safety**

- 9.1 A Fire Risk Assessment must be undertaken for all premises owned or leased by the Parish Council – the Parish Hall (undertaken by the Otterford Parish Hall Committee - OPHC), and the Holman Clavel Inn (undertaken by the tenant), and will be reviewed and revised (by them) as and when necessary (or at least annually). A copy of each Fire Risk Assessment must be forwarded to the Council.
- 9.2 All members of the Parish Council must be made aware of the Fire Risk Assessments and its contents.
- 9.3 Any electrical equipment owned or borrowed/loaned by the Parish Council must be safe, in good working order and used in a safe manner.
- > OPHC has the same responsibility for the Parish Hall
  - > The tenant at the Holman Clavel Inn has the same responsibility for the Inn.

## **10. Risk Assessments**

- 10.1 The Parish Council will carry out an annual risk assessment of financial, activities, and other risks it is exposed to, and identify any actions it considers necessary to minimise those risks.
- > Risk Assessments must be undertaken for all premises and land owned and/or managed by the Parish Council, and reviewed annually, *except*
  - > The Risk Assessment, and the results of the annual reviews, for the Parish Hall will be undertaken by the OPHC and copied to the Council, *and*
  - > The Risk Assessment, and the results of the annual reviews, for the Holman Clavel Inn will be undertaken by the tenant and copied to the Council
  - > Risk Assessments must be undertaken for all events and activities organised by the Parish Council
- 10.2 The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
- 10.3 The Parish Council requires contractors to supply Risk Assessments, written Method Statements and written Safe Systems of Work prior to starting any major works on behalf of the Council.