

Burlescombe Parish Council

Health and Safety Policy

GENERAL STATEMENT OF POLICY

1.1 It is the policy of the Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and councillors and to provide such information, instruction, training and supervision as they need for this purpose.

1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Burlescombe Parish Council.

2.2 All employees and Councillors have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.

REPORTING AND RECORDING ACCIDENTS

3.1 An electronic Accident Record Book is kept by the Clerk.

3.2 Accidents shall be reported to the Clerk who will record them in the Accident Record Book.

TRAINING

4.1 The Council has overall responsibility for training.

4.2 All newly appointed staff will be given a copy of the Council's Health and Safety Policy.

RISK ASSESSMENTS

5.1 The risk assessment for the Council's premises and land is reviewed annually and whenever there is a change to the Council's activities.

PERSONAL SAFETY OF STAFF AND COUNCILLORS

6.1 Employees and councillors should take reasonable care of themselves and follow the rules and procedures designed for safe working.

6.2 In the event that employees are in a lone working situation such as litter picking a mobile phone must be carried. If the employee does not have access to a personal phone, then the Council will supply one for use in an emergency while at work.

6.3 When lone working away from normal place of work, employees should carry a mobile phone at all times.

6.4 Councillors and employees should ensure that someone knows where they are going if on Council business and when expected back.

6.5 All meetings with members of the public by Councillors and staff should be by appointment only and held at an agreed location within the parish. The Chairman and Clerk should be made aware of appointments.

6.6 Lone meetings on site with contractors/service providers and others should follow the same procedure to inform the Chairman and Clerk.

6.7 All instances of abuse by a member of the public should be reported and support offered to the staff member or councillor if necessary.

6.8 The Chairman of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.

6.9 The Chairman of a meeting is responsible for ensuring that the meeting place is left in a secure and appropriate manner.

Adopted by Burlescombe Parish Council and will be reviewed annually and updated as and when necessary.