

Winteringham Parish Council

Health and Safety Policy

Name of Organisation	Winteringham Parish Council
Location	Frost Close, Winteringham
Purpose of organisation	To serve the community at the first level of local Government

General Statement

The objective of the Parish Council policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Responsibilities

Members of the Parish Council and the Clerk have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day to- day supervision of work.

All employees and voluntary workers are expected to cooperate in carrying out this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and the importance of commitment to its objectives.

Details of Policy Activities

Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations.

Any contractors employed by Winteringham Parish Council shall be responsible for conducting themselves safely at all times and any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.

Risk Assessments

Generic risk assessments will be co-ordinated by the Parish Clerk for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed where necessary.

Accident Reporting

All accidents and near miss incidents shall be reported to the Parish Clerk and recorded in the Parish Council accident book as soon after the event as possible. Employees and voluntary workers will also cooperate with the management in investigating all accidents and near misses.

Provision and Use of Work Equipment

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

Inspections & Documentation Review

An annual inspection of assets will be carried out and the findings recorded. Any serious defects / items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

Adopted May 2020

H. Scott