

CHOLSEY PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. Introduction

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

2. The Parish Council's Health and Safety Policy Statement

- 2.1. Cholsey 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(1999), accepts its duty to provide and maintain both physically and mentally, 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.
- 2.2. 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.
- 2.3. The Parish Council will take all reasonable steps to ensure that:
 - 2.3.1. The 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.
 - 2.3.2. Its work, in all its forms, is carried out in ways so that members of the public are not put at risk. Where necessary the Council will obtain specialist technical and Health and Safety advice for any projects or pieces of work that could affect the general public.
 - 2.3.3. Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
 - 2.3.4. This policy is brought to the attention of employees, members of the public, contractors, volunteers and Councillors and is reviewed periodically.
 - 2.3.5. The Council will actively involve employees in completion of risk assessments connected to their respective roles and encourage employees to raise any health and safety concerns they have with their line manager.
 - 2.3.6. When necessary, there is consultation and negotiation with employees on health,safety and welfare at work to ensure continuing improvement.

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- 2.4. The Parish Council is responsible for managing health and safety, based on the Council's Health and Safety policy.
- 2.5. The Clerk is responsible for monitoring and reporting to the Council any Health and Safety issues. Day-to-day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council. The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents.
- 2.6. All Councillors, employees/contractors and volunteers have a duty to take reasonable care of their own health and safety and that of any persons who may be affected by their acts or omissions.

3. Risk Assessments

- 3.1. The Parish Council will carry out risk assessments of its activities as and when necessary and review these annually.
- 3.2. The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
- 3.3. The Parish Council requires contractors (and venue hirers, where applicable) to supply Risk Assessments, written Method Statements and Safe Systems of Work as appropriate, prior to starting any major works on behalf of the Council.

4. Reporting Accidents

All accidents, no matter how small, involving Employees, Councillors, contractors and volunteers undertaking Council business, and members of the public using Council facilities, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in their absence the Vice Chair will be informed immediately.

5. Review

This document was approved for use at the meeting of the Parish Council on **17th April 2024** (Minute reference **207a.i.**), and shall be reviewed at regular intervals and at least annually.