

# BURTON GREEN PARISH COUNCIL

## HEALTH AND SAFETY POLICY

Burton Green Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. The Council will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

This statement of general policy is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has a single employee, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

The aim of this policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with our staff on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- to prevent accidents and activity-related ill health as far as is reasonably practicable;
- to maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- to review and revise this Policy as necessary at regular intervals, but at least annually.

### **RESPONSIBILITIES FOR IMPLEMENTING THIS POLICY**

#### **The Council will:**

- provide adequate control of the health and safety risks arising from Council activities;
- consult with Council staff on matters affecting their health and safety;
- provide and maintain safe equipment;
- provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- prevent accidents and activity-related ill health as far as is reasonably practicable;
- maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- approve the purchase of adequate Public Liability and Employer's Liability Insurance.
- delegate powers to the Proper Officer (the Clerk) to ensure that this Health and Safety policy is implemented correctly.
- review and revise this Policy at least annually.

#### **The Proper Officer will:**

- make effective arrangements to implement this Health and Safety Policy.
- keep informed of relevant health and safety legislation.

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- advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this Health and Safety Policy.
- ensure that regular risk assessments are carried out on working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. All risk assessments to be retained on file.
- ensure that one-off risk assessments are carried out for Council events.
- ensure that matters of health and safety are discussed at meetings of the Parish Council when necessary.
- ensure that the Council has adequate insurance protection including Employer's Liability and Public Liability insurance cover.
- ensure that an official safety inspection is carried out on the Council's play equipment on an annual basis.
- make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. This includes ensuring that all contractors have adequate and up to date Public Liability insurance cover.
- ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- maintain a central record of notified accidents.

Signed (Chair): Cllr Grant

Date: 16<sup>th</sup> January 2023

Date for next review: January 2024