

Health and Safety Policy Statement

Old Marston Parish Council recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of the parish clerk as its sole employee.

The council also recognises that, as a public body, its responsibility extends to the health and safety of any contractors and volunteers involved in its activities and to members of the public who attend its meetings or make use of its services.

Old Marston Parish Council's statement of general policy is to:

- provide adequate control of all health and safety risks arising from our activities,
- work with the parish clerk and with contractors employed by the council on health and safety matters,
- provide and maintain safe equipment for the use of the parish clerk,
- ensure that the parish clerk has access to adequate information, instruction and training in matters relating to health and safety at work,
- provide and maintain safe facilities for the use of the residents of Old Marston and the wider general public.
- prevent accidents and illness related to work carried out for the council,
- review this policy annually in May.

Responsibilities

- The overall and final responsibility for health and safety lies with Old Marston Parish Council, as the corporate body.
- The day-to-day responsibility for the implementation of this policy is delegated to the parish clerk.
- The council carries responsibility for the maintenance and safety of any equipment and supplies provided to the clerk by the council for the purposes of their work.
- The council is responsible for providing the clerk with the equipment necessary to prevent injury or illness related to his/her work, e.g., lifting equipment for heavy files.
- As a home-worker, the clerk carries responsibility for the safety of her/his home environment, including the electricity supply.
- As the council's sole employee, the clerk must co-operate with the councillors on health and safety matters. In particular s/he must:

- take reasonable care of his own health and safety and that of other people in relation to his homeworking.
- The chairman will include an account of health and safety within the council, including the findings of the annual risk assessment, in his annual report at the parishioners annual meeting.

Assessment of Health and Safety Risks Arising from our Activities

- The clerk will conduct all risk assessments.
- The findings of all risk assessments will be reported to the parish council.
- Any action required to remove/control risks will be approved by the parish council.
- The clerk will be responsible for ensuring that the action required is implemented.
- The parish council is responsible for checking that the measures taken have removed/reduced the risk.
- Should any measures be required to address an urgent risk before a council meeting can be held, the clerk is responsible for taking action and must account for those actions at the next council meeting.
- Risk assessments will be reviewed annually, either prior to the parishioners annual meeting, or when work activity or circumstances change.

Information and Instruction, Competency for Tasks and Training

- The parish council is responsible for ensuring that the clerk, or any contractor or volunteer engaged in work for the council, is competent to carry out that work safely.
- The parish council will ensure that the clerk receives any necessary training in matters relating to health and safety at work.
- The clerk is responsible for reporting any information and/or training needs that he may have to the staffing & standards committee.

Equipment Safety

- The clerk will check that new equipment/facilities provided for the public meet health and safety standards before it is purchased.
- The clerk will be responsible for identifying all equipment needing maintenance and for ensuring that identified maintenance is implemented.
- The clerk will make an annual inspection of all facilities provided for the public by the council, i.e., any bus shelters, bench's, notice boards, etc. The clerk will also make a visual inspection of the condition of all it equipment belonging to the parish council.

The findings of these inspections will be reported to the parish council before by 5th April each year. This will form part of the chairman's annual report to the parish meeting.

- The council will pay for an annual, formal safety inspection of the children's play equipment at the playing fields.
- The clerk will report any problems found with equipment provided for his work by the council to the chairman.
- The council will display contact details for reporting faults or damage to council facilities on the parish notice boards and website.

Monitoring Accidents and Work-Related Ill Health

- The staffing & standards committee has responsibility for monitoring accidents and ill-health relating to the activities of the council.
- The staffing & standards committee has responsibility for investigating accidents and work-related illness and reporting his/her findings to the parish council.
- The parish council is responsible for acting on the findings of this investigation to prevent a recurrence.
- The clerk has responsibility for:
 - reporting any accidents or work-related ill health experienced by himself or others engaged in council activities to the staffing & standards committee and entering them in the accident log.
 - keeping the accident log with the parish council records.
 - co-operate with the staffing & standards committee in investigating any health and safety incidents.
 - report any serious accidents, diseases or dangerous occurrences to the local authority.

Emergency Procedures

- In the event of an emergency, the clerk is responsible for ensuring the safety of all present during council meetings by co-ordinating a safe evacuation of the premises.

Adopted

Date 4th September 2023

Minute reference 23/09/16

Signed..... Chairman

Review Date: May 2024