

LAZONBY PARISH COUNCIL

HEALTH & SAFETY POLICY

Adopted by Full Council on 1st March 2017.

Introduction

Lazonby Parish Council recognises that under the Health and Safety at Work Act 1974 it has a legal responsibility to ensure the health, safety and welfare of its employees and volunteers (including Councillors). It is also keen to ensure, as far as is reasonably practicable, that members of the public who use Council owned public areas are able to do so safely and without risk to others.

Responsibilities

The Council recognises and accepts its responsibility as an employer and owner/occupier of property for providing safe working conditions and systems for working for its employee and volunteers and a safe environment for its visitors, paying particular attention to the provision and maintenance of:

1. Equipment and systems of work designed and maintained to operate and function safely;
2. Sufficient information, instructions, training and supervision to enable its employees and volunteers to avoid hazards and contribute positively to their own safety and health at work;
3. Safety awareness among its employees, volunteers and members of the public;
4. A safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some Council facilities;
5. Personal Protective Equipment to be used as and when required;
6. Risk assessments which will be carried out as necessary and retained on record;
7. Up to date Electrical Portable Appliance Testing on Parish Council equipment to conform to current legislation.
8. Any venue used by the Parish Council for the purpose of Council business shall be required to provide the Clerk to the Parish Council, with a copy of both their Health and Safety Policy and their Risk Analysis for the use of the venue by the public.

Any contractors engaged by the Council will be required to submit a suitable Method Statement and to adhere to such health and safety issues as the Council may deem compulsory or which may be required by law or a relevant professional body.

The Clerk to the Parish Council assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and safety will be kept under review by the Council but employees and volunteers are reminded that they also have a duty of care for their own safety and that of other persons who might be affected by Council activities and to co-operate with the Council so as to enable it to comply with its own responsibilities successfully.

Volunteers should:

1. seek advice on health and safety matters from the Clerk, and follow advice given;
2. use, in a correct and safe manner, all equipment including machinery, tools and Personal Protective Equipment if required;
3. report immediately to the Clerk, or Chair any defects in plant, structures, premises or equipment which come to their notice;
4. report promptly to the Clerk, or Chair, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents or establishing responsibility.
5. to record any such accidents in an Accident Book, held by the Clerk.

A copy of this statement will be issued to employees and volunteers of the Council.

This policy will be revised, added to or modified when required and reviewed annually.