

BURSTWICK PARISH COUNCIL

Health and Safety Policy

1. Statement of Intent

This is the health and safety policy statement for Burstwick Parish Council.

Burstwick 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 (1998), accepts its duty to provide and maintain safe and healthy working conditions for its employees. It also accepts a duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

The parish council will take all reasonable steps to ensure that it complies with the law on health and 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.

This policy also applies to councillors whilst carrying out their statutory duties and activities in the community when agreed/directed by the council.

Our health and safety policy is to:

- To prevent accidents and cases of work-related ill health
- To manage health and safety risks arising from the Council's work activities and services
- To provide clear instructions and information, and adequate training to ensure employees, contractors and volunteers are competent to do their work
- To provide personal protective equipment
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To maintain safe and healthy working conditions
- To consult employees on matters affecting their health and safety
- That this policy is brought to the attention of all employees and councillors and is reviewed regularly

2. Responsibilities for health and safety

Overall and final responsibility for health and safety:

Burstwick Parish Council

Day-to-day responsibility for ensuring this policy is put into practice:

Rose Blackburn – Parish Clerk

All employees, contractors and volunteers must:

- Cooperate with the Burstwick Parish Council and Parish Clerk on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- To take reasonable care of their own health and safety and that of people who maybe affected by what they do (or do not do)
- Report all health and safety concerns to the Parish Clerk

3. Arrangements for health and safety

Risk assessments

Clerk reviews the parish council operational risk assessment annually and presents this to full council for approval. This includes all land, property and services the council provides along with administrative and financial risks.

Council commissions an independent risk assessment of the play area each year, this highlights repair work needed at the play area over the next 12 months.

Council employees also have individual risk assessments tailored to their job roles. These are reviewed every 2 years by the parish clerk.

Clerk also produces risk assessments for one off activities and events such as community litter picks.

Clerk keeps all risk assessments on file.

Clerk will ask contractors to supply a written method statement, risk assessment and confirmation of insurance details before any works commence.

Servicing of equipment

Clerk to ensure key items of equipment are serviced annually including sit on-mower and flood pumps.

Training

The council will give staff a health and safety induction and provide appropriate training.

The council will provide personal protective equipment as indicated by the individual staff risk assessments and will replace when required.

The council will make sure arrangements for health and safety are in place for those members of staff who work from home, again key risks will be identified by the individual staff risk assessments, council to ensure resources are in place to mitigate risks identified.

Consultation

Council will consult staff routinely on health and safety matters when they arise and formally when we review health and safety practice and procedure.

4. Review

This policy will be reviewed every 2 years or sooner if changes in legislation dictate.

Policy approved: 25.02.21

Minute ref: 2021/02/14

Chairman: *D James*

Review due: 2023