

## KIRMINGTON & CROXTON PARISH COUNCIL

### HEALTH & SAFETY POLICY

Kirmington & Croxton Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.

The Aims of the Health and Safety Policy is to provide as far as is reasonably practicable a safe place of work with safe systems of working.

This will be achieved by ensuring appropriate risk assessments are in place and that all activity is undertaken by those with sufficient information, instruction and training to carry out the work safely whether employees, contractors, voluntary helpers or those providing a service or running an event from the Parish Council's facilities.

The Parish Council will:

- Provide employees and volunteers with the appropriate training and personal protective clothing as necessitated by risk assessment
- Provide and maintain equipment for use by employees and volunteers that is safe and without risk to health.
- Ensure that employees working environments are safe and without risks to health
- Safeguard employees from inappropriate behaviour by others.
- Obtain any necessary specialist technical advice and assistance on matters of Health and Safety when necessary.
- Ensure that contractors or those organising events or providing services from Parish council's facilities have appropriate policies and risk assessments in place

All employees and voluntary helpers must:

- Take reasonable care for their own Health and Safety,
- Use appropriate personal protective clothing.
- Follow advice and instructions as given on safe methods of working.
- Ensure where appropriate that First Aid materials are available.
- Not use any equipment that they have not been trained or are competent to use.
- Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- Report immediately any accident or hazardous incident to the Clerk.

All contractors must:

- Supply the Parish council with an appropriate compliant health and safety policy and risk assessment when requested.

- Report immediately any accident or hazardous incident to the Clerk.

All those who are seeking to provide a service/event from Parish Council facilities must:

- Supply an appropriate risk assessment and insurance before approval will be given to use the facility
- report immediately any accident or hazardous incident to the Clerk.

The Clerk will:

- Keep the parish Council informed of relevant Health and Safety policy legislation
- When an accident or hazardous incident is reported take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Report all known accidents or hazardous incidents to the Council and comply with external reporting requirements as necessary.
- Ensure that regular risk assessments are carried out of working practices of the clerk and handymen and at any events organised by the Parish Council, with subsequent consideration and review of any necessary corrective/protective measures.
- Make effective arrangements to ensure those contractors or voluntary helpers or those using the facilities for an event or to provide a service for others are aware of the Policy of the Parish Council and comply with all reasonable Health and Safety requirements.
- Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Ensure that the handymen have sufficient information, instruction and training to carry out their work safely.

Signed – T Marsden

Chairperson, 01.05.2018

Policy re-adopted at AGM on 01.05.2018