

Broughton Parish Council. Health & Safety Policy

Introduction

1. This policy sets out the general principles and approach that Broughton Parish Council ("The Council") will follow in respect of Health & Safety legislation for the activities for which the Council is responsible. It is the responsibility of all Councillors & Employees of the Council to be aware of the following policy statements on Health & Safety and of the organisational arrangements made to implement these policies.
2. Broughton Parish Council in accordance with the requirements of The Health & Safety at Work Act (1974), and The Management of Health & Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
3. The Council will take all reasonable steps to ensure that it complies with the law on Health, Safety & Welfare & 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.
4. Overall and final responsibility for health & safety rests with The Council. Day to day responsibility for ensuring the policy is put into practice is delegated to the Clerk.
5. The policy takes account of the fact that the Council currently has one employee (the Clerk), whose workplace is at her home, and that the Council meetings in Broughton Institute and other premises (if necessary) which have their own health, safety & insurance arrangements.

Risks & the management of them.

Statement of Policy	Mitigation/Actions
To prevent accidents and cases of work-related ill health and provide adequate control of health & safety risks arising from work activities	Clerk to ensure work station is properly assessed and request for equipment to maintain healthy working systems are responded to in a timely fashion
To prevent risks arising from manual handling & carrying equipment	Councillors to help in room set up/close down and with moving equipment if required. Clerk aware of need to lift and carry safely.
Reduce risk from slips & trips	Clerk to allow time when travelling around the parish for work purposes or attending noticeboards and be aware of wet or slippery conditions
Reduce risk associated with Fire & ensure emergency evacuation procedures are in place	Clerk to be familiar with the emergency evacuation procedures of all meeting venues used.
Provide adequate training to ensure employees are competent to do their work	Review training requirements regularly

To engage & consultant with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Consult with staff regularly- including a review of any requirements due to disabilities
To ensure personal safety/prevent lone working when appropriate	Meeting with members of the public to take place in a public place or at a Village Hall in the presence of a Councillor
To maintain safe & healthy working conditions, provide & maintain equipment & machinery, and ensure safe storage	To review regularly equipment & storage facilities
Provision of First Aid equipment/accident book	Clerk to maintain accident book & record any accidents that occurred at work Clerk to confirm provision of first aid equipment at home office and in her vehicle.
To ensure contractors appropriately selected	Any contractor engaged to have suitable H & S Policy & Insurance.
To ensure regular review of risks	This policy will be reviewed annually

Date of policy: April 2020

Review: Annually to see most recent review date please visit

<https://broughtonparishcouncil.co.uk/policies-procedures/>