

# Colne Parish Council



## Health and Safety Policy

Adopted by the Council on the 24<sup>th</sup> April 2018, reviewed annually in June

### Introduction

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

### The Parish Council's Safety policy Statement.

- 1) Colne 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 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.
- 2) The Parish Council will take all reasonable steps to ensure that it complies with the law on; Health, Safety, Welfare and any relevant Regulations, follow approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
- 3) **The Parish Council will take all reasonable steps to ensure:**
  - a. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
  - b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
  - c. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.

- d. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
- 4) The Parish Council is responsible for managing safety, based on the council's safety policy.
- 5) The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.
- 6) All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

#### **7) General Arrangements (Council Meeting room)**

- a. Any accidents, injuries or dangerous occurrences must be recorded in the accident book and where necessary the Clerk will report these to the HSE by telephoning 0345 300 9923.  
Thereafter all such accidents should be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence the Chairman or in their absence the Deputy Chairman should be informed immediately.
- b. A first aid box is located in the community building, by the ladies toilets, and periodic checks will be carried out to ensure the contents are adequately maintained.
- c. The accident book is located in the First Aid kit cabinet, by the ladies toilets.

#### **8) Fire safety**

- a. A fire risk assessment is kept by the Community Hall Management Committee. All members of the Parish Council and user groups must be made aware of the Fire Risk Assessment and its contents.
- b. It shall be the responsibility of the person booking the facilities to ensure that fire exits, and passageways are kept clear at all times as detailed in the hire agreement.
- c. Any electrical equipment brought onto council premises shall be safe, in good working order and used in a safe manner.

#### **9) Risk Assessments**

- a. The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.
- b. The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work, and a copy of a current Liability Insurance Certificate, prior to starting any major works on behalf of the council.

This policy will be reviewed annually.