



SOBERTON PARISH COUNCIL

Health and Safety Policy

Soberton Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members, staff volunteers, visitors and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Soberton Parish Councils' statement of generally policy below is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has a single employee, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with the Clerk on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- To ensure all staff and volunteers are competent in their Council-related activities and to provide adequate training as far as is reasonably practicable.
- To prevent accidents and activity-related ill health as far as is reasonably practicable.
- To maintain safe and healthy conditions for conducting the Councils' business and the public facilities it provides.
- To review and revise this Policy as necessary at regular intervals but at least annually.

The Clerk accepts an overall responsibility to contractors and any other person likely to be affected by work activities for Health and Safety within the Council. The Clerk will ensure that practical steps are taken to meet this responsibility by:

- keeping up-to-date with relevant legislation and advising the Council on any resources necessary to fulfil the Council's responsibility
- making effective arrangements to implement H&S policy
- providing instruction, training and supervision where necessary
- assess the risks to H&S of all operations and identify safe systems of work
- ensuring that contractors/volunteers comply with H&S requirements

- maintaining a record of notified incidents
- providing PPE such as high viz vests
- when an accident or hazardous incident occurs takes action to prevent a recurrence
- acting as the liaison point for the H&S Executive

The Clerk has the overall responsibility for risk assessments and will risk assess work activity risks and record any significant findings. Any controls brought in will be on the basis of those findings. Work activity risks can include:

- hazardous situations ie working at heights
- manual handling
- electrical safety
- workplace safety

The Council have both Employer's and Public Liability Insurance and the Councils' Insurance Company will be informed of all incidents involving injury.

Approved