



Astley Village Parish Council

HEALTH AND SAFETY POLICY

1. INTRODUCTION

- 1.1 Astley Village Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; and for anyone affected by its activities.
- 1.2 The Parish 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 Parish Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Parish Council, which undertakes to commit appropriate resources to manage health and safety.

2. GENERAL STATEMENT OF POLICY

- 2.1 Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. The principles of the Act and its underpinning Regulations are taken by the Parish Council as a minimum requirement for the safe and effective management of the Parish Council and its activities.
- 2.2 Our statement of general policy is:
 - To provide adequate control of the health and safety risks arising from our activities.
 - To consult with our staff on matters affecting their health and safety.
 - To provide and maintain safe equipment.
 - To provide sufficient information, instruction, and supervision of staff and volunteers as far as is reasonably practicable.
 - To ensure all staff and volunteers are competent in their Parish 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 Parish Council's business and the public facilities it provides.

3. RESPONSIBILITIES

- 3.1 The Parish Council will take all reasonable steps to ensure:
 - 3.1.1 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.
 - 3.1.2 That its work, in all its forms, is done in ways so that members of the public are not put at risk.
 - 3.1.3 That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

- 3.1.4 That this policy is brought to the attention of all employees, members of the public, contractors, volunteers, and Parish Councillors and is regularly reviewed.
- 3.1.5 That when necessary, there is consultation and negotiation with employees on health, safety, and welfare at work to ensure continuing improvement.
- 3.1.6 The Parish Council is responsible for managing safety, based on the Parish Council's safety policy.
- 3.1.7 The Parish Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents.
- 3.1.8 All Parish 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
- 3.1.9 Day to day matters of Health and Safety are dealt with by the Parish Clerk acting on behalf of the Parish Council.

4. RISK ASSESSMENTS

- 4.1 The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.
- 4.2 The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
- 4.3 The Parish Council requires contractors to supply Proof of Insurance Indemnity, Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the Parish Council.