



## **Health and Safety Policy**

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Document Review History:

Version 1.1: Reviewed.

Updates: A1: added the relevant legislation upon H&S advice. Section E added 'supervisors'

## Health and Safety Policy

### Statement of Intent

#### A) GENERAL STATEMENT

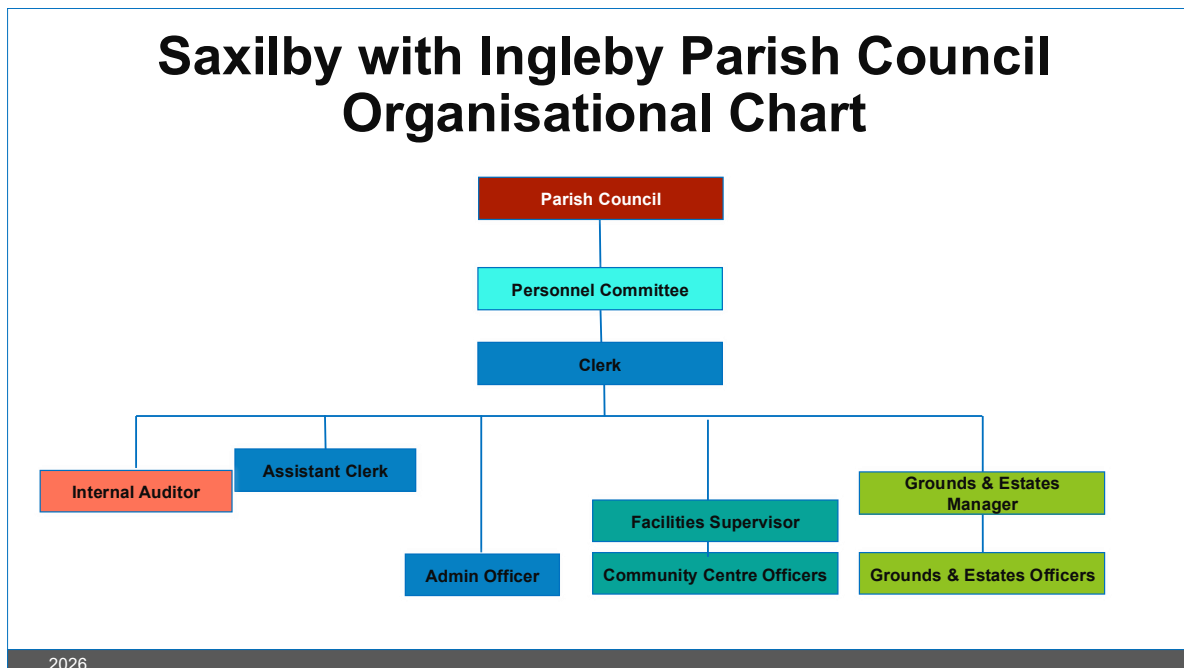
- 1) Saxilby with Ingleby Parish Council is committed to ensuring the health, safety, and welfare of all employees, contractors, volunteers, visitors, and members of the public who may be affected by our activities, as far as is reasonably practicable. The council will take all reasonably practicable steps to ensure compliance with relevant health and safety legislation - [Health & Safety at Work \(etc\) Act 1974 \(and associated Legislation\) and Management of Health & Safety Regulations 1999](#).
- 2) Each employee, councillor, and volunteer will be provided with relevant information, instruction, and training as necessary to ensure they can carry out their duties safely and competently.
- 3) The clerk to the parish council, as the senior officer, is responsible for ensuring that all processes and systems of work take health and safety into account and are properly supervised at all times.
- 4) Adequate facilities and arrangements will be maintained to enable staff, councillors, and volunteers to raise any health and safety concerns.
- 5) Competent persons will be appointed to assist us in meeting our statutory duties, including, where appropriate, specialists from outside the organisation.
- 6) Every employee, volunteer, and contractor must co-operate with the council to ensure compliance with statutory duties. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of others who may be affected by their actions or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.
- 7) This policy will be regularly monitored to ensure that objectives are achieved. It will be reviewed and, if necessary, revised in response to legislative or organisational changes.



Signed: Lydia Hopton, Clerk to the Council

## B) ORGANISATIONAL ARRANGEMENTS

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated:



## C) OVERALL RESPONSIBILITY

- 1) The parish clerk holds overall responsibility for health, safety, and welfare matters within the council.

## D) PARISH COUNCIL RESPONSIBILITIES

Saxilby with Ingleby Parish Council commits to:

- 1) Establishing and implementing a health and safety management system to manage risks associated with council premises and activities.
- 2) Regularly monitoring performance and reviewing the health and safety policy as necessary to ensure continuous improvement.
- 3) Providing sufficient resources to meet the requirements of health and safety legislation and aiming to achieve standards of good practice applicable to council activities.
- 4) Actively promoting an open attitude to health and safety, encouraging staff, volunteers, and members of the public to identify and report hazards.
- 5) Consulting employees, volunteers, and relevant stakeholders on health and safety issues and ensuring this policy is brought to their attention.
- 6) Providing adequate training and instruction to staff and volunteers to ensure they work safely and effectively.

- 7) Carrying out and regularly reviewing risk assessments to identify hazards and ensure corrective actions are taken.
- 8) Maintaining council premises, public spaces under council management, and equipment to a standard that ensures risks are managed.
- 9) Ensuring health and safety responsibilities are allocated, understood, monitored, and fulfilled.
- 10) Providing health surveillance where appropriate and maintaining relevant records.
- 11) Co-operating with other organisations and agencies using council premises to ensure awareness of potential risks and compliance with fire and safety regulations.

#### E) MANAGEMENT RESPONSIBILITY

The clerk, managers, and supervisors are responsible for implementing this safety policy. Their duties include:

- 1) Ensuring that employees, volunteers, contractors, and visitors are aware of safety procedures.
- 2) Ensuring that all equipment, premises, and substances used are suitable for tasks and maintained in good working order.
- 3) Providing adequate training, instruction, and supervision.
- 4) Addressing and mitigating any identified risks.
- 5) Reporting health and safety concerns to the council.
- 6) Ensuring that accidents and incidents are recorded and investigated to prevent recurrence.
- 7) Maintaining safe access and egress from all council-managed spaces.

Specific health and safety responsibilities may be allocated based on roles within the council.

#### F) EMPLOYEE AND VOLUNTEER RESPONSIBILITY

All employees and volunteers must:

- 1) Take reasonable care for their own health and safety and that of others.
- 2) Follow instructions, training, and procedures provided.
- 3) Not intentionally misuse or interfere with anything that has been provided for health and safety reasons.
- 4) Report any hazards, defects, or concerns to the clerk or designated responsible person.
- 5) Not undertake tasks for which they are not trained or authorised.

G) HEALTH AND SAFETY ASSISTANCE

- 1) Competent persons will be appointed to support the council in meeting health and safety obligations.
- 2) Where specialist advice is needed, the council will engage external health and safety advisors.
- 3) The council will ensure adequate first-aid provisions and display first-aider identities throughout council premises.
- 4) Emergency procedures will be in place to allow safe evacuation in case of danger, with fire marshals assigned where necessary.
- 5) Relevant health and safety information will be provided to staff, volunteers, and contractors, and statutory notices will be displayed.
- 6) Regular health and safety meetings will be held to review performance and discuss issues arising.