



# Stapleford Abbots Parish Council

## HEALTH & SAFETY POLICY

**Version: 1**

**June 2022**

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### **A Scope**

This policy applies to the Stapleford Abbots Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbots Parish Council.

### **B Confidential Notice & Intellectual Property**

This document and the information contained therein is the property of Stapleford Abbots Parish Council. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent, in writing, by the Council.

### **C Document Details**

<b>Policy</b>	<i>Health &amp; Safety Policy</i>
<b>Policy Statement</b>	<i>This document sets out a Health &amp; Safety Policy to use by Stapleford Abbots PC</i>
<b>Version Number</b>	<i>1.1</i>
<b>Version Date</b>	<i>01/06/2022</i>

<b>Review Date</b>	01/04/2023
<b>Author</b>	SAPC
<b>Responsible Owner</b>	Stapleford Abbots Parish Council
<b>Approving Body</b>	Stapleford Abbots Parish Council

## D Revision History

Version	Revision Date	Details of Changes	Author
1.1	01/06/2022	Current version	SAPC

## E Freedom of Information

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbots Parish Council's commitment to transparency and compliance with the Freedom of Information Act.

## F Accessibility

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

## G Dissemination

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbots Parish Councillors will have the overall responsibility for implementing the policy.

## H Review

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbots Parish Council.

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It is the responsibility of all Parish 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. Stapleford Abbots 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 and welfare and 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.
3. The Parish Council will take all reasonable steps to ensure:- (i) That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided. (ii) That its work, in all its forms, is done in ways that people who are not employees are not put at risk. (iii) Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare. (iv) That this policy is brought to the attention of all employees and councillors and reviewed from time to time. (v) That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
4. The Clerk is responsible for managing safety, based on the Council's safety policy.
5. The Clerk keeps copies of relevant health and safety documents.
6. All Councillors, Employees and volunteers have a duty to work safely and NOT put others at risk.
7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

**HEALTH AND SAFETY PROCEDURES REPORTING ACCIDENTS** All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairperson, or in his absence the Vice Chairperson should be informed immediately.

**REVISION OF SAFETY POLICIES AND PROCEDURES** The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.