

St. Albans Parish Council

Email: clerk@stalbanpc.org

Web: www.stalbanpc.org

HEALTH & SAFETY POLICY

1. Introduction

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

2. Scope of the Policy

- 2.1. The Parish Council aims to protect the health, safety and welfare of employees, contractors, and users of its facilities, services and premises.
- 2.2. The Parish Council will ensure that users of its facilities, services and premises are properly managed by the Council and that the Council set up and monitor appropriate Health & Safety policies and procedures for the protection of the public.
- 2.3. Councillors are required to take reasonable care of their own Health & Safety when carrying out duties on behalf of the Parish Council.

3. The Parish Clerk

- 3.1. If the Parish Clerk works from home the Parish Council should ensure the Parish Clerk has a safe working environment. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

4. Contractors, Employees and Volunteer Workers

- 4.1. The Parish Council will ensure that any contractors or volunteer workers carrying out work on behalf of the Council have adequate and appropriate Public Liability Insurance.
- 4.2. Contractors and volunteer workers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work, which may affect members of the public.
- 4.3. Employees, contractors and volunteers should: -
 - 4.3.1. Seek advice on health and safety matters from the Clerk.
 - 4.3.2. Make proper use of protective clothing and safety equipment provided.
 - 4.3.3. Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
 - 4.3.4. Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
- 4.4. Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each individual.
- 4.5. A copy of this statement will be issued to all Council employees and Councillors. It will be revised, added to, or modified from time to time.

5. Environment

- 5.1. The Parish Council will ensure that, as far as possible that any events organised/facilities provided by the Parish Council remain safe and a pleasant environment for its residents.
- 5.2. The Parish Council will obtain specialist technical Health & Safety advice for any projects or pieces of work that could affect the general public.
- 5.3. The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardize the Health & Safety of the general public.

St. Albans Parish Council

Email: clerk@stalbanpc.org

Web: www.stalbanpc.org

6. Risk Assessment

- 6.1. The Parish Council will carry out a risk assessment of all its activities and review this annually.
- 6.2. The Council will set up and monitor policies and procedures to reduce any risks that are identified.

7. Council Safety Officer

The Clerk, as the appointed Safety Officer will: -

- 7.1. Assume the day-to-day responsibility of ensuring the safety policy is reviewed, maintained & adhered to
- 7.2. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- 7.3. Maintain a file of risk assessments, summarised in the Minutes.
- 7.4. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health & Safety at work requirements.
- 7.5. Maintain a record of notified accidents.
- 7.6. When an accident or hazardous incident occurs, take immediate action to prevent recurrence or further incident and to complete the necessary accident reporting procedure.
- 7.7. Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health & Safety where necessary.