



Layer de la Haye Parish Council Governance Document – Health & Safety

Health & Safety Policy

Referring to The Health and Safety at Work Act 1974

GENERAL STATEMENT OF POLICY

The policy of the Parish Council is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees. We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed annually by the Parish Council.

RESPONSIBILITIES

The Parish Council delegates overall responsibility for health and safety to the Clerk & RFO as Safety Officer. The Safety Officer should ensure that the Parish Council receives regular reports on health and safety issues and will inform the Council immediately where a health and safety matter requires urgent attention. The Safety Officer is responsible for ensuring that the Council has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance organised by the Parish Clerk.

The Safety Officer is responsible for this policy being carried out in Play Areas and Open Spaces. In the absence of the Safety Officer, a Councillor will be nominated to deputise for the duration of the absence.

The Safety Officer is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; and investigation of accidents.

The Safety Officer is responsible for carrying out Risk Assessments of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

EMPLOYEES

All employees have the responsibility to develop measures to achieve a healthy and safe work environment and to take reasonable care of themselves and others.

All employees are responsible for health and safety within their area of work be it in the Parish or working from home. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to The Safety Officer and the piece of equipment or unsafe area should be closed down until it is safe to re-use/re-open.

GENERAL ARRANGEMENTS

The Appointed Person responsible for taking charge in an emergency is the Parish Clerk (according to availability).

The Safety Officer is responsible for reporting accidents and diseases notifiable under RIDDOR.