

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Mabe Parish Council

Our health and safety policy is to:

- Prevent accidents and cases of work-related ill health
- Manage Health & Safety risks in parish owned property and those facilities regularly used to host parish events or activities
- Provide appropriate safe systems of working, equipment provision & use and storage of materials. This may be through the provision of training or through place based Risk Assessments.
- Ensure that all equipment, materials and physical resources owned by the parish council are appropriate for the tasks required, suitably inspected and comply with Health & Safety regulations
- Provide a safe and healthy environment with adequate welfare facilities
- Consult employees / users on matters affecting Health & Safety
- Give a high level of commitment to Health and Safety and comply with all statutory regulations

Signed

Date

11.7.19

Print name

Lisa Clements

Review date

Jun 2021

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Mabe Parish Council

2 Day-to-day responsibility for ensuring this policy is put into practice:

The Parish Clerk – currently Mrs Lisa Clements

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Mabe Parish Council – consulting employees, accident & ill-health investigation, monitoring & training and statutory reporting
- The Parish Clerk – instruction & supervision, provision of information (to all relevant stakeholders & contractors as applicable), ensuring physical resources are adequate & suitable for use, risk assessments, First Aid provision & recording

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

- Risk Assessment are completed for relevant or necessary functions/tasks/ operations and action taken where required.
- When circumstances change, Risk Assessments are assessed and updated.

Training

- The Parish Clerk is trained to CIEH Level 3 & Health & Safety in the Workplace
- All Stakeholders and contractors are given Health & Safety information appropriate to their level of use.
- Contractors must provide competency certification/ licences as part of the contract process to cover the works being specified. This includes appropriate insurances and training certificates
- Protective equipment is provided where Risk Assessments deem necessary – either by the parish council or by individual contractors

Consultation

- Staff and Stakeholders are consulted on Health & safety regularly – it is a noted agenda item at all Office & Finance committee meetings

Evacuation

- Suitable escape routes have been devised for all regular venues used
- Details of evacuation routes / emergency exits are provided to stakeholders at the start of all meetings