

# Leigh on Mendip Parish Council

## Health and Safety Policy

### 1. GENERAL STATEMENT

Leigh on Mendip Parish Council recognises and accepts its duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, contractors, voluntary helpers and other members of the public likely to be affected by its activities as a local authority.

### 2. THE COUNCIL

The Council will take all reasonable and practicable measure to meet this responsibility, paying particular attention to:

- a. Provision and maintenance of premises, plant and equipment (if appropriate) and provision of systems of work that are safe.
- b. Providing sufficient information, instruction, training and supervision to enable employees to identify and avoid hazards and to be able to contribute positively to their own safety and health at work, and that of others.
- c. Obtaining as and when appropriate expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
- d. Ensuring that regular risk assessments are carried out as part of systems of work that are safe. This is to include subsequent consideration and review of any necessary corrective and/or protective measures.
- e. Confirming that conditions of hire for meeting rooms are met.

### 3. ALL EMPLOYEES AND VOLUNTARY HELPERS

It shall be the duty of every employee and voluntary helper engaged on Council activity to:

- a. To take reasonable care for their own health and safety and to work in a way in a way which does not endanger others (including members of the public).
- b. To comply with any duty or requirement imposed by the Council or under any of the relevant statutory provision.
- c. To ensure Council equipment in their charge is properly maintained and correctly used.
- d. To identify and report hazards so that we can all contribute towards improving safety.

- e. To report any injury, however slight, to the Parish Clerk or coordinating Councillor and to obtain adequate treatment.

#### **4. THE CLERK**

It shall be the duty of the Clerk to:

- a. Make effective arrangements to implement the Health and Safety at Work Policy. with systems of work that ensure safe working conditions are achieved, properly recorded and reviewed.
- b. Maintain a central record of notified accidents.
- c. When an accident or hazardous incident occurs, to take any necessary immediate action to prevent a recurrence or further accident.
- d. To submit an accident report as soon as practicable to the Chairman and to the next meeting of the Council.

#### **5. CONTRACTORS**

- a. Contractors must provide a method statement that includes all items covered by the Council's specification / invitation to tender and provide copies of appropriate insurance documentation.
- b. Contractors are required to have their own Health and Safety Policy and to carry out a risk assessment, which addresses local conditions, before starting work.

Adopted: 20<sup>th</sup> May 2024