



# Castlethorpe Parish Council

## Health and Safety Policy

### **GENERAL TERMS:**

The Parish Council has a duty to employees, members, users and persons with delegated responsibility to maintain a safe and healthy environment in all Parish Council's properties through the development and maintenance of H&S policies and procedures according to statutory requirements.

The Parish Council will ensure that a Health & Safety officer is appointed to maintain risk registers for all properties, ensure that risk assessments are completed for all activities with significant risks as identified and advise and support the Parish Council, Village Hall committee, Sports Ground Group and users, in making sure that those with responsibility follow procedures in all Parish Council properties.

The Parish Council will ensure that there is an accident prevention procedure and a mechanism for monitoring and if necessary, improving controls to ensure all accidents are properly investigated.

The Parish Council agrees to maintain a system for recording, reporting and investigating injuries, accidents and dangerous occurrences in the Parish Council's properties and provide statistical summaries to the Parish Council through the Clerk.

The Parish Council must ensure that all regular users of the Parish Council properties nominate one person from the group who will be instructed as per the Health and Safety Procedures in place for the specific location/property.

The Parish Council will ensure that work and leisure environments are risk assessed and monitor that equipment purchased is appropriate and meets safety standards through the Health & Safety officer and through the annual risk assessment.

The Parish Council agree to ensure that fire arrangements are maintained in good order.

The Parish Council will endeavour to develop and maintain a health and safety display board to ensure that user groups and people who work on Council property are kept up to date with health and safety matters and to maintain effective communication with the Health & Safety Officer through the Clerk, with the Village Hall and Sports Ground committees officer bearers.

### **CONTRACTORS:**

The Parish Council will endeavour to ensure that all contractors have a copy of the general Health & Safety policy at the start of every contract and a specialised set of H&S conditions pertinent to their contracted job description.

The Parish Council will endeavour to ensure that each contractor applies the relevant H&S procedures in the execution of their work but recognises that each contractor accepts ultimate responsibility for applying the procedures to ensure their health and safety by agreeing terms of working "on their own cognisance".