

Old Catton Parish Council

Health and Safety Policy

1. Introduction

This Health and Safety Policy outlines Old Catton Parish Council's commitment to ensuring a safe and healthy environment for its employees, Councillors, volunteers, contractors and the public. It is in accordance with the Health and Safety at Work Act 1974 and other relevant legislation.

2. General Policy Statement

The Parish Council is committed to providing and maintaining a safe and healthy environment for all individuals associated with its activities. To achieve this the Parish Council will:

- Identify, assess and manage risks associated with its operations.
- Comply with all relevant legislation.
- Promote a positive health and safety culture among staff, Councillors, volunteers and contractors.
- Provide appropriate resources and training to ensure safety and compliance.
- Encourage the reporting of hazards and incidents to facilitate continuous improvement.

3. Management Responsibilities

3.1 Parish Council

The Parish Council has overall responsibility for health and safety, ensuring that policies and procedures are in place, regularly reviewed and effectively implemented.

3.2 Clerk to the Council

The Clerk is responsible for implementing the policy, maintaining records, conducting risk assessments and reporting safety concerns to the Council.

4. Responsibilities of Employees, Councillors and Volunteers

All employees, Councillors and volunteers must:

- Take reasonable care of their own health and safety and that of others affected by their actions.
- Follow safety procedures and instructions.
- Attend health and safety training as required.
- Report hazards, near misses and unsafe practices to the Clerk.

5. Risk Assessments

Regular risk assessments will be conducted for:

- All Parish Council buildings and offices.
- Public spaces and events owned or managed by the Parish Council.
- Equipment and materials used by employees and volunteers.

Findings from risk assessments will be documented and necessary actions will be taken to mitigate risks.

6. Training and Information

Old Catton Parish Council will provide appropriate training to employees, Councillors and volunteers ensuring they understand their health and safety responsibilities.

7. Reporting and Investigating Incidents

- All accidents, incidents and near misses must be reported to the Clerk and recorded in the accident logbook.
- Serious incidents will be investigated and corrective actions will be implemented.

8. Emergency Procedures

Emergency procedures, including fire safety, first aid and evacuation plans, will be clearly outlined and communicated to all relevant persons.

9. Review and Monitoring

This policy will be reviewed annually or when significant changes occur. Updates will be made as required to ensure compliance with legislation and best practice.

10. Policy Approval and Adoption

This policy was approved and adopted by the Parish Council on 10th February 2025.