



Wickwar Parish Council – Health and Safety Policy

1. Policy statement

This is the Health and Safety Policy Statement of Wickwar Parish Council. Wickwar Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has only two employees, the principles of the Act and its underpinning Regulations as later published, are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers, contractors and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training and equipment as far as is reasonably practicable;
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

2. Reporting

The Parish Clerk must be notified immediately if an accident or near miss occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book will be completed by the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

3. Violence / Personal Safety

So as to avoid violence and aggression from members of the public or contractors, any staff or volunteers should avoid getting into a confrontational situation. Always remain polite, and remove themselves from situations that may be potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary. All Council members, staff and volunteers working alone must abide by the lone working risk assessment.