



Part 1 Statement of Intent

Old Woughton 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 and any members of the public likely to be affected by its activities as a local authority. The Council will take all reasonable and practicable measures to meet this responsibility, paying particular attention to the provision and maintenance of: a. Plant, equipment and systems of work that are safe. b. Safe arrangements for the use, handling, storage and transport of articles and substances. c. Sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards and also to be able to contribute positively to their own safety and health at work, and that of others. d. The Parish Council reviews annually a Risk Assessments document.

Signed

Chair

Part 2 Responsibilities for health and safety

Part 1 Overall responsibility

Overall responsibility for ensuring that Old Woughton Parish Council (OWPC) here after referred to as the council meets its Health and Safety responsibilities lies with the Chair of the Council. Council members and the clerk are responsible for making sure that they show a good example by adhering to this policy and ensuring that all contractors visitors and members of the public who engage with the council are aware of this policy when required.

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

Day to day responsibility for making sure that this policy is adhered to lies with the Council Member with day to day responsibility for Health and Safety. The Council Member will be nominated by the Chair of the Council.

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

The Council Member with responsibility for Health and Safety will be responsible for ensuring that all council activities are risk assessed and the risk assessments stored in the Council archive and are available for inspection upon request from either a member of the Council, the Clerk, contractors or the HSE.

4 All employees should:

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

Part 3: Arrangements for health and safety

Risk assessment

Risk assessments will be carried out for all activity undertaken by the Council. Risk assessments will either be undertaken by a Council Member delegated by the Chair or a contractor will be instructed to produce a risk assessment for inspection prior to starting work.

Training

The Council does not have the resources to undertake training on its own and where required will obtain Health and Safety Training from an expert source.

Consultation

This policy will be subject to debate and approval by the Council

Evaluation

The policy will be subject to debate and approval by the council.

Based on HSE template 13th July 2020

REVIEW HISTORY

Version 1	Adopted	July 2013
Version 2	Adopted	09/03/15
Version 3	Adopted	13/07/20