



# ALSTON MOOR PARISH COUNCIL

## HEALTH & SAFETY POLICY

### Introduction

Alston Moor Parish Council recognises that under the Health and Safety at Work Act 1974 it has a legal responsibility to ensure the health, safety and welfare of its employees and volunteers (including councillors). It is also keen to ensure, as far as is reasonably practicable, that members of the public who use council owned public areas do so in the safest way possible.

### Responsibilities

The council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for its employees and volunteers, paying particular attention to the provision and maintenance of:

1. equipment and systems of work designed and maintained to operate and function safely;
2. sufficient information, instructions, training and supervision to enable its employees and volunteers to avoid hazards and contribute positively to their own safety and health at work;
3. to promote safety awareness among its employee, volunteers and members of the public;
4. to provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some council facilities;
5. the wearing of Personal Protective Equipment if required;
6. any contractors engaged by the council will be required to submit a suitable Method Statement and to adhere to such health and safety issues as the council may deem compulsory;
7. risk assessments will be carried out as necessary and retained on record;
8. Electrical Portable Appliance Testing on parish council equipment will be conducted annually to conform to current legislation.

The Clerk to the parish council assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to by employees contracted to the parish council and parish councillors acting for the Parish Council as sole trustee of Alston Town Hall.

Alston Parish Council as sole trustee taking on management tasks assumes the day to day responsibility for ensuring the Health and Safety Policy is adhered to by employees contracted to the Town Hall, and volunteers involved with the building.

Health and safety will be kept under review by the council but the employees and volunteers are reminded that they also have a duty of care for their own safety and that of other persons who might be affected by council activities and to co-operate with the council so as to enable it to carry out its own responsibilities successfully.

The final level of responsibility is, however, that of each and every individual.

Volunteers should:

1. seek advice on health and safety matters from the Clerk or Town Hall administrator, and follow advice given;

2. use, in a correct and safe manner, all equipment including machinery, tools and Personal Protective Equipment if required;
3. report immediately to the Clerk, Chairman, Vice Chairman, or Town Hall administrator any defects in plant, structures, equipment which come to their notice;
4. report promptly to the Clerk, Chairman or Town Hall administrator any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
5. to record any such accidents in an Accident Book, held in the Town Hall.

A copy of this statement will be issued to the employees and volunteers of the Alston Moor Parish Council (parish) and Alston Moor Parish Council (town hall).

This policy will be revised, added to or modified when required and reviewed annually.