

IKEN PARISH COUNCIL

Health and Safety Policy Statement

(Note: to be read in conjunction with the IPC Risk Assessment)

1. Overview

- 1.1. The Council recognizes its responsibilities as an employer for providing a safe and healthy environment for all its employees, Councillors, and others who may be affected by the activities of the Council.
- 1.2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and subsequent regulations. Although the Council has a single employee, 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 (as recommended by NALC; LTN 23).

2. Aims of the Policy

- 2.1. To provide as far as is reasonably practicable:
 - Safe and healthy conditions for conducting the Council's business and the public facilities it provides.
 - Care and attention to health, safety and welfare of employees, contractors, voluntary helpers, and members of the public who may be affected by the Council's activities.

3. Arrangements and responsibilities

- 3.1. All employees, voluntary helpers and contractors will
 - Cooperate fully with the aims and requirements of the Health & Safety at Work Policy and comply with the Codes of Practice or work instructions for Health and Safety.
 - Cooperate with supervisors and managers on health and safety matters;
 - Take reasonable care of their own health and safety;
 - Take reasonable care for the Health and Safety of other people who may be affected by their activities.
 - Report all health and safety concerns to the Clerk.
- 3.2. The Clerk will:
 - Make effective arrangements to implement the Health and Safety at Work Policy. •Ensure that matters of Health & Safety are regularly discussed at meetings of the Parish council.
 - Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
 - Maintain a central record of notified accidents, and when an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- 3.3. The Council will:
 - Take seriously its Duty of Care to employees.
 - Ensure that appropriate levels of insurance are in place.
 - Carry out risk assessments as needed.
 - Ensure this policy is reviewed annually.

Reviewed and adopted: November 2022
Next review due: November 2023