

Compton Dando Parish Council

Health & Safety Policy

GENERAL STATEMENT

1. Compton Dando Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its clerk, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and The Management of Health and Safety at Work Regulations (1998), and accepts its duty to provide and maintain safe and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment. The Parish Clerk works from home, and he/she must ensure that he/she works in a safe working environment. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.
2. Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.
3. Arrangements for considering, reporting and reviewing matters of Health and Safety, including reviewing the Risk Assessment Schedule each year.
4. Systems of operating that are safe and without risks to health and risk to the health of others.
5. Sufficient information, instruction and training for the clerk, councillors, contractors and voluntary helpers to carry out their work safely.

THE PARISH COUNCIL AS SOLE TRUSTEE FOR THE PARISH HALL

As Sole Trustee for the Parish Hall, the Parish Council has overall responsibility for health and safety at Compton Dando Parish Hall. The Parish Council has delegated the day-to-day responsibility for running the Parish Hall, including health and safety in the hall, to the Parish Hall Management Committee (PHMC). The PHMC have compiled their own Health & Safety Policy, part of which states that "It is the duty of all hall hirers, contractors and visitors to take care of themselves and others who may be affected by their activities, and to co-operate with the PHMC in keeping the premises safe and healthy by following the rules listed in the Parish Hall Health & Safety Policy."

INFECTIOUS DISEASES

Should there be an occurrence of an outbreak of an infectious disease, declared as a pandemic, then Councillors and the Clerk should follow Government guidelines for attending meetings and meeting with members of the public.

INJURY TO THE CLERK

Should the Clerk suffer an injury, he/she should complete the Clerk Accident Record Form.

Adopted 2nd April 2024

Signed.....

Date.....

Signed.....

Date.....

