**HEALTH, SAFETY AND WELFARE POLICY**

The Parish Council fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare. The Parish Council requires that the Clerk ensures that the following policy is implemented and to report annually on its effectiveness.

The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all Employees, Contractors and Members of the Council.

The Clerk has overall responsibility for the implementation of the Parish Council's policy. In particular he/she is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

The Parish Council requires the Clerk, Councillors and Contractors and Volunteers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results. This will ensure that the majority of Health, Safety and Welfare needs will be met from locally held contingency as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost. For major additional expenditure, cases of need will be submitted to the Clerk and then to the Council. If unpredictable Health and Safety issues arise during the year, the Clerk must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

It shall be the responsibility of the Clerk of the Parish Council to bring to the attention of all members of the Council the provisions of the guidelines, and to consult with appropriate Health and Safety representatives about the updating of these guidelines.

It is the policy of the Parish Council to require a thorough examination of Health, Safety performance against established standards, at least annually. The technique to be adopted for such examinations will be the annual risk assessment.

The Council will formally report hazardous or unsafe circumstances to the Clerk and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

Health and Safety training needs will be identified and planned for in the same manner as other training needs.

The Parish Council will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrence.

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Clerk.

If further specialist advice is required, this may be obtained by the Clerk of the Council from expert individuals or bodies outside the Parish Council.

The Parish Council has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

The Control of Substances Hazardous to Health Regulations (COSHH) require the Parish Council to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances.

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

The Parish Council is committed to the principles of the Working Time Regulations (1998). No member of staff or Contractor is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

The Health and Safety at Work Act requires each Employee, Volunteer or Contractor 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with the Council to enable management to carry out their responsibilities under the Act. The refusal of an Employee or Contractor to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure or result in termination of a contract. In normal circumstances counselling of the Employee should be sufficient. With a continuing problem, or where an Employee leaves themself or others open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

Persons working in the Parish Council premises who are employed by other organisations are expected to follow Parish Council Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements.

The Parish Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and

Welfare of visitors to Parish Council establishments will be of the highest standard. Any Member, Employee or Contractor who notices persons acting in a way which would endanger others, should normally inform the Clerk or Chair of the Council. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

The Parish Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Parish Council's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

The Parish Council have provided a Public Access Defibrillator- an AED for use by a layperson in a public place. This is checked on a weekly basis to ensure it is in working order.

Sports Pavilion and Field has a separate Policy