

Health and Safety Policy Statement

The Councillors and Officers of Menheniot Parish Council recognise that they have a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Parish Council's activities, and that managing health and safety is a critical function of its operations. In order to discharge its responsibilities the Council will:

#	Topic	Our actions will be
1	Bring this Policy Statement to the attention of all employees, elected members and volunteers working with the council.	Included in the Induction of all elected and co-opted councillors, staff and volunteers.
2	Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk	We have identified areas where risk assessments are needed as: public toilets; playgrounds; public events; child & vulnerable adult safeguarding. Clerk completes annual working-from-home risk assessment.
3	Communicate and consult with our employees on matters affecting their health and safety comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels	The Finance & General Purposes Working Group has oversight for ensuring compliance with all legal requirements. Staff are consulted with at regular intervals as part of supervision and appraisals.
4	Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes	Where facilities are being refurbished or equipment purchased, the council will include appropriate health and safety assessments.
5	Encourage staff and councillors to identify and report hazards so that we can all contribute towards improving safety	See Note 1 above – Clerk meets with councillors at monthly intervals where issues can be raised, and is in regular communication via email and telephone. The council's closed WhatsApp group enables concerns to be raised quickly in an emergency.
6	Ensure that emergency procedures are in place at all locations for dealing with health and safety issues	The council's Emergency Plan is regularly updated and covers all locations where health and safety has been flagged up as a potential issue.
7	Maintain our premises, provide and maintain safe plant and equipment	The council's public toilets are monitored daily; playgrounds monitored weekly (with an annual external safety check made by RoSPA); safeguarding is included in councillor induction and managed by two Safeguarding Leads (one councillor, and the Parish Clerk)

8	Only engage contractors who are able to demonstrate due regard to health & safety matters	Specifications for contractors include a requirement to provide: proof of public liability insurance; risk assessment for their contract; confirmation that all equipment used complies with the Provision and Use of Work Equipment Regulations.
9	Provide adequate resources to control the health and safety risks arising from our work activities	The council includes funding for essential H&S maintenance in its annual budget and precept setting.
10	Provide adequate training and ensure that all employees are competent to do their tasks	See Notes 1, and 4 above.
11	Provide an organisational structure that defines the responsibilities for health and safety	Chair, Vice Chair & Parish Clerk.
12	Provide information, instruction and supervision for employees	See Notes 1, 3 and 4 above.
13	Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement	See Note 3 above.

This Health and Safety Policy will be regularly and revised as necessary to reflect changes to the Councils activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Author: John Hesketh, Parish Clerk

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