

## **Curdridge Parish Council – Health & Safety Policy (last reviewed - 21 July 2016)**

### **Responsibility**

This policy is owned by Curdridge Parish Council as a corporate entity.

It is to be retained by the Parish Council Manager and will be reviewed annually, or when requested by the Parish Council Manager or any Parish Councillor.

At least two councillors will be designated each year to inspect properties and identify risks.

### **General Policy**

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment, and ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees, including provision of HSE leaflet on Health and Safety.
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

<b>Policy</b>	<b>Responsibility</b>	<b>Action and Arrangements</b>
Prevent accidents and cases of work-related ill-health by managing Health and Safety risks to the public	Designated Councillors/Council	<ul style="list-style-type: none"> <li>• To provide and maintain safe plant and equipment;</li> <li>• Maintain list of properties and associated risks</li> <li>• Arrange inspection of each Council property at least annually</li> </ul>
Prevent accidents and cases of work-related ill-health by managing Health and Safety risks to Parish Council Manager	Council	<ul style="list-style-type: none"> <li>• To consult with our employees on matters affecting their health and safety;</li> <li>• Ensure that Clerk has safe and adequate equipment to carry out his/her role;</li> <li>• Provide adequate training to maintain Clerk's competence;</li> <li>• Ensure that Clerk's hours are sufficient to cover work demanded.</li> </ul>
Maintain Record of Accidents	Parish Council Manager	<ul style="list-style-type: none"> <li>• All reported incidents to be recorded;</li> <li>• Existence and location of accident record be publicised.</li> <li>• Council to be informed of all new incidents</li> </ul>

