# Aynho Parish Council

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## Aynho Parish Council
## Health and Safety Policy

**Introduction**

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. It is the responsibility of all councillors and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

**SAFETY POLICY STATEMENT**

1. Aynho Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), recognises and accepts its duty, as far as is reasonably practicable, to provide and maintain safe and healthy working conditions for all its Councillor members and employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

3. The Parish Council will take all reasonable steps to ensure:

    a. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
    b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
    c. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

d. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
e. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

4. The Parish Council is responsible for managing safety, based on the council's safety policy.

5. The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.

6. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

8. Risk Assessments

    a. The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.
    b. The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
    c. The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council.

9. This policy document will be reviewed annually, or more frequently in the case of legislation or organisational change.

| Version number | Purpose/change | Author | Date |
|---|---|---|---|
| 0.1 | Initial draft | AY | 22/09/24 |
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