

COTON IN THE ELMS PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. General Statement of Policy

The purpose of Coton In the Elms Parish Council's (the 'Council') health and safety policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for employees and those working on behalf of the Council (i.e. contractors, volunteers, etc.). Where appropriate the Council will provide relevant information, instruction, training and supervision as required for this purpose.

The Council also acknowledges its duty of care to protect the public from harm in relation to Council activities and/or assets.

The allocation of duties for safety matters and the arrangements to implement the policy are detailed within this policy and associated risk assessment (see appendix 1).

This policy will be kept up to date, particularly as the Council's activities change in nature or size. To ensure this, the policy will be reviewed every year by the Council. Although risk assessment is a continual process, it shall form part of the Council's annual review of documentation.

2. Responsibilities

The overall and final responsibility for health and safety rests with Coton in the Elms Parish Council as a corporate body. The Council is required to fully comply with the Health and Safety at Work Act (1974), and with the Management of Health and Safety at Work Regulations (1999) and the Clerk is deemed to be 'the competent person' responsible for advising the Council on this.

All members of the Council have a responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever a member of the Council notices a health or safety issue which they are not able to address, they must advise the Clerk.

The Accident Record Book is held by the Clerk.

3. First Aid

The Parish Council will supply the Clerk with a first aid box suitable for a general office purposes. No other first aid provisions are deemed necessary.

4. Fire Safety

The Council are responsible for providing a fire extinguisher for the Clerk's home office. The Council are not responsible for any other fire-fighting apparatus.

5. Training

Health and Safety training will be organised by the Clerk as and when required.

6. Control of Substances Hazardous to Health (COSHH)

The Council does not currently deal with any substances that are hazardous to health. This will be reviewed should the Council's activities change.

7. Manual Handling

Manual handling is likely to be limited to lifting paperwork, laptops and storage boxes. The Clerk will be provided with a copy of the HSE's Manual Handling Guide. The Clerk has a responsibility to ensure they do not lift in a manner that will be a risk to their health, and to advise the Council should they require aids such as a wheeled laptop/document case, etc.

8. Contractors (including Grounds Maintenance Contractors*)

Whilst the Council has a duty of care towards contractors employed on its behalf, the contractor is responsible for health and safety relating to their operations. The contractor is therefore required (where appropriate) to provide evidence of:

- Insurance (including public liability insurance)
- A health and safety policy
- Completed risk assessment (including COSHH procedures, if required)
- Evidence of DBS checks (for staff who will be in contact with the public)

**see the separate Grounds Maintenance Policy for further details.*

9. Reporting and Recording Accidents

Accidents shall be reported to the Clerk to be recorded in the Accident Record Book. All notable accidents should be reviewed by the Council to ascertain whether they were preventable and whether any policy changes are required.

10. Clerk's Office

Under the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) the Council has duty of care towards its employees, regardless of where they are located. *See the separate Home Working/Lone Working Policy for further details.*

11. Related Policies and Documents

The following policies/documents are available separately:

- Health and safety risk assessment (see appendix 1)
- Health and safety poster (available at www.hse.gov.uk)
- Lone Worker/Home Working Policy
- Grounds Maintenance Policy
- Risk Assessment Policy
- Insurance Policy
- Display Screen Equipment Assessment (available at www.hse.gov.uk)
- Manual Handling Guide (available at www.hse.gov.uk)

Adopted by the Parish Council by resolution in April 2024

