



## Chew Stoke Parish Council

### Health And Safety Policy

#### 1. GENERAL STATEMENT OF POLICY

At the time of adopting this policy Chew Stoke Parish Council did not employ over 5 members of staff and therefore a full written Health and Safety Policy is not a requirement. However the Council is committed to providing and maintaining safe and healthy working conditions, equipment and systems of work for employees, volunteers, contractors and members of the public and to provide such information, instruction, training and supervision as is needed for this purpose.

The policy will be kept up to date, particularly as the Council's activities change in nature. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

#### 2. RESPONSIBILITIES

The Clerk will be responsible for Health and Safety issues and ensure that the venue used for meetings:

- Is fit for purpose
- Has a First Aid box
- Fire extinguishers
- Fire exits shall be kept free from obstructions.

The Clerk will further be responsible for

- Checking for and if necessary eliminate trip hazards
- Ensure electrical equipment is used safely and is fit for purpose
- Ensure display screens and projector screens are used safely in accordance with manufacturer's instructions

The Clerk will also be responsible for completing risk assessments for councillors, contractors and volunteers ensuring all insurance requirements are adhered to including lone working and the safe use of mechanical equipment.

The Clerk is also responsible for and is the guardian for the Village Defibrillators which are situated at the side of The Stoke Inn and The Village Hall. The Clerk is responsible for checking the defibrillators monthly and reporting back to The Circuit, ensuring lighting arrangements are good.

The Chairman of each meeting will open the proceedings by pointing out to councillors and members of the public the fire exits and check points of the building.

All Councillors are responsible for ensuring health and safety issues are reported to the Clerk or Chairman/Vice Chairman as quickly as possible.

### **3. EMPLOYMENT OF CONTRACTORS**

Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.

### **4. REPORTING OF PROBLEMS**

All Health and Safety issues must be reported to the Clerk in the first instance. If the Clerk is unable to resolve the matter he will report to the Chairman/Vice Chairman, or the Full Council as appropriate.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>