

CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 01768 863900;
parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

Health and Safety Policy

1 INTRODUCTION

Overall and final responsibility for health and safety rests with Castle Sowerby Parish Council (“the Council”). Day-to-day responsibility for ensuring the policy is put into practice is delegated to the Clerk.

This policy takes account of the fact that the Council currently has one employee (the Clerk), whose workplace is at her own home, and that the Council meets in various village halls and other premises which have their own health, safety and insurance arrangements.

2 RISKS AND THEIR MANAGEMENT

Statement of Policy	Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ensure workstation set up is properly assessed by clerk and requests for equipment to maintain healthy working systems are responded to in a timely
To prevent risks arising from manual handling & carrying equipment	Councillors to assist in room set up and with moving equipment if required. Clerk aware of need to lift and carry safely
To reduce risk from slips and trips	Clerk to allow sufficient time when travelling around parish for inspections or attending to notice boards and be aware of wet or slippery surfaces
To reduce risk associated with Fire and ensure emergency evacuation procedures in place	Clerk to familiarise herself with emergency evacuation procedures of all village halls used
To provide adequate training to ensure employees are competent to do their	Review training requirements at annual appraisal
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Consult with staff at appraisal and performance reviews – including a review of any requirements due to disabilities
To ensure personal safety/prevent lone working when appropriate	Meeting with members of the public to take place in a public place or at a village hall in the presence of a Councillor
To maintain safe and healthy working conditions, provide and maintain, equipment and machinery, and ensure safe storage	To review equipment/storage facilities annually

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Provision of First Aid equipment/accident book	Clerk to maintain accident book and record any accidents occurring at work Clerk to confirm provision of first aid equipment at home and in car
To ensure contactors appropriately selected (including Community Payback workers)	Any contractor engaged to have suitable H & S policy and Insurance. Appropriate liaison with Community Payback supervisors
To ensure regular review of risks	This policy to be reviewed annually
To protect the Clerk against bullying and harassment by any party	Regular review of the Bullying and Harassment Policy

Approved: May 2020

Review: May 2021