

# Old Catton Parish Council

## Health and Safety Policy

### 1. Introduction

This Health and Safety Policy outlines Old Catton Parish Council's commitment to ensuring a safe and healthy environment for its employees, Councillors, volunteers, contractors and the public. It is in accordance with the Health and Safety at Work Act 1974 and other relevant legislation.

### 2. General Policy Statement

The Parish Council is committed to providing and maintaining a safe and healthy environment for all individuals associated with its activities. To achieve this the Parish Council will:

- Identify, assess and manage risks associated with its operations.
- Comply with all relevant legislation.
- Promote a positive health and safety culture among staff, Councillors, volunteers and contractors.
- Provide appropriate resources and training to ensure safety and compliance.
- Encourage the reporting of hazards and incidents to facilitate continuous improvement.

### 3. Management Responsibilities

#### 3.1 Parish Council

The Parish Council has overall responsibility for health and safety, ensuring that policies and procedures are in place, regularly reviewed and effectively implemented.

#### 3.2 Clerk to the Council

The Clerk is responsible for implementing the policy, maintaining records, conducting risk assessments and reporting safety concerns to the Council.

### 4. Responsibilities of Employees, Councillors and Volunteers

All employees, Councillors and volunteers must:

- Take reasonable care of their own health and safety and that of others affected by their actions.
- Follow safety procedures and instructions.
- Attend health and safety training as required.
- Report hazards, near misses and unsafe practices to the Clerk.

### 5. Risk Assessments

Regular risk assessments will be conducted for:

- All Parish Council buildings and offices.
- Public spaces and events owned or managed by the Parish Council.
- Equipment and materials used by employees and volunteers.

Findings from risk assessments will be documented and necessary actions will be taken to mitigate risks.

### 6. Training and Information

Old Catton Parish Council will provide appropriate training to employees, Councillors and volunteers ensuring they understand their health and safety responsibilities.

## **7. Reporting and Investigating Incidents**

- All accidents, incidents and near misses must be reported to the Clerk and recorded in the accident logbook.
- Serious incidents will be investigated and corrective actions will be implemented.

## **8. Emergency Procedures**

Emergency procedures, including fire safety, first aid and evacuation plans, will be clearly outlined and communicated to all relevant persons.

## **9. Review and Monitoring**

This policy will be reviewed annually or when significant changes occur. Updates will be made as required to ensure compliance with legislation and best practice.

## **10. Policy Approval and Adoption**

This policy was approved and adopted by the Parish Council on 9<sup>th</sup> 10<sup>th</sup> February 2025.

Reviewed: 9<sup>th</sup> February 2026