

## **HEALTH & SAFETY POLICY**

Caister on Sea Parish Council reasonably recognises that under the Health and Safety at Work Act 1974 it has the legal responsibility to ensure the health, safety and welfare of all its employees. It is also keen to ensure, as far as is reasonably practicable, that members of the public who use Caister on Sea Parish Council's facilities, do so in the safest way possible.

### **1. Caister on Sea Parish Council's responsibilities**

- 1.1. Caister on Sea Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees and volunteers [including Councillors], paying particular attention to the provision and maintenance of:
  - 1.1.1. Plant, equipment and systems of work designed and maintained to operate and function safely.
  - 1.1.2. Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
  - 1.1.3. To promote safety awareness among all employees and members of the public.
  - 1.1.4. To provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some Caister on Sea Parish Council facilities.
  - 1.1.5. The wearing of Personal Protective Equipment and compliance of Caister on Sea Parish Council safety procedures.
  - 1.1.6. Any contractors engaged by the Council will be required to submit a suitable Method Statement and to adhere to such health and safety issues as Caister on Sea Parish Council may deem compulsory.
  - 1.1.7. Risk Assessments are to be carried out and retained on record.
  - 1.1.8. Electrical Portable Appliance Testing of Caister on Sea Parish Council's equipment will be conducted annually to conform to current legislation. Fixed wiring will be tested every 5 years.

- 1.2. The Assistant Clerk to Caister on Sea Parish Council assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.
- 1.3. Health and Safety will be kept under review by Caister on Sea Parish Council and updated as required.

## **2. Duty of Care**

- 2.1. Bullying Employees, volunteers and Councillors are reminded that they have a duty of care for their own safety and that of all other users of the hall. who might be affected by their activities and to co-operate with Caister on Sea Parish Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual.
- 2.2. All users of the hall are to:
  - Seek advice on safety and health matters from the Assistant Clerk, and follow advice given.
  - 2.2.1. Comply with the instructions and procedures for safe working at all times.
  - 2.2.2. Use, in a correct and safe manner, all equipment including machinery, tools, guarding and Personal Protective equipment.
  - 2.2.3. Report immediately to the Assistant Clerk, or Chair any defects in plant, structures, equipment or safety procedures which come to their notice.
  - 2.2.4. Report promptly to the Assistant Clerk, or Chair, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents. To record any such accidents in an Accident Book, to be held in the Council Hall.
- 2.3. A copy of this statement will be issued to all Caister on Sea council employees and Councillors, and will be revised, added to or modified when required and reviewed annually.

Signed .....K Wood.....Chair

Date.....13.11.2023.....

To be reviewed annually