



Health and Safety Policy

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees and volunteers, and to provide such information, equipment, instruction, training and supervision as they need for this purpose.

Our policy is to provide and maintain safe facilities for the public.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the Council's activities change in nature and size.

Responsibilities

Overall and final responsibility for Health and Safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out.

Employees and volunteers have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.

Particular attention will be paid to the provision and maintenance of:

- Plant, equipment and systems of work designed and maintained to operate and function safely;
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- To promote safety awareness among all employees and members of the public;

- 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 Council facilities;
- The wearing of Personal Protective Equipment and the compliance of Council safety procedures;
- Risk Assessments will be carried out as necessary and retained on record; and
- Electrical Portable Appliance Testing of Parish Council equipment will be conducted annually to conform to current legislation.

Employment of Contractors

Noted to be passed to contractors can be found at Appendix 1.

Reporting and Recording of Accidents

Accidents should be reported to the Clerk who will record appropriately.

Review

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	2
Date of Next Review	March 2028

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____

APPENDIX 1

Notice to Contractors

In order for Caister-On-Sea parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety.

A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

- As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
- You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
- The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
- The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
- The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.