

Datchet Parish Council

Health and Safety Policy

All employers must have a written health and safety policy if they employ five or more employees. This should cover: -

- How to identify potentially dangerous situations and occurrences.
- How to report injuries and accidents.
- Information on staff training to provide first aid and the testing of facilities.

As Datchet Parish Council only has 2 employees it does not require a written policy, however it is seen as good practice.

As the employer, Datchet Parish Council, has a statutory duty of care for the health and safety of its workers, councillors, contractors, and all visitors to its buildings and grounds.

The Clerk, as the Proper Officer, has the overall responsibility to the Council to take all necessary steps to meet this including carrying out risk assessments. These ensure that all places are safe and without risks to health for employees and other users. To do this the clerk should instigate the following: -

- Employees and Volunteers
 - To be made aware they are responsible for their own safety and that of others who may be affected by their acts.
 - To make them aware of fire precautions, exits, routes and assembly areas.
 - To making proper arrangements for their training on the safe use, handling, storage and disposal of articles and substances at work.
 - To make them aware of first aid supplies and accident reporting procedures.
- Contractors
 - Shall be fully compliant with statutory legislation and Codes of Practice
 - All tools and equipment brought onto site must be safe and in sound working order, including any hazardous substances.
- Visitors and Members of the public
 - To ensure safe access/egress and that all areas are maintained in a safe condition.

For insurance reasons one-off risk assessments are required to be carried out for special events such as firework shows and fetes and all accidents/near misses must be recorded in the accident book as soon after the event as possible in case of a claim.

To be approved each year at the ASM of the Council in May

Approved *K Jones* Position *Clerk & RFO*

Date..... *13th May 2019*