

# DATCHET PARISH COUNCIL



## Health and Safety Policy

Policy adopted by resolution	8th July 2024
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Version 1	

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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 situation and occurrences.
- How to report injuries and accidents
- Information in staff training to provide first aid and the testing of facilities

As Datchet Parosh 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. This 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, storge and disposal of articles and substances at work.**
- **To make them aware of first aid supplies and accident reporting procedures.**

➤ **Contractors**

- **Shall be fully complaint 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 fire work shows and fetes and all accidents and near misses must be recorded in the accident book as soon as the event as possible in case of a claim.

Signature:   
The Clerk

Date: 08th July 2024