

# Health and Safety Policy for High Easter Parish Council

## Introduction

This policy sets out the general principles and approach the Parish Council will follow in respect of Health and Safety legislation for sites and activities for which it is responsible.

The sites for which it is responsible are the Jubilee playing field including the play area, the village hall car park, the Henry Marriage memorial meadow, the war memorial, the telephone kiosk on The Street, and the bus shelter at Gepps Close. The Parish Council accepts day to day responsibility for the commemoration tree, bench and village pump which are situated on Pump Green. (The village hall which is located on the Jubilee playing field is owned by a charitable trust which is separate to the parish council, the village hall committee are responsible for their own health and safety policy).

## Part 1: Statement of intent

1. High Easter Parish Council recognises it has statutory responsibilities under Health and Safety Acts to provide and maintain a safe and healthy environment for all its employees, Parish Councillors, contractors, voluntary helpers and members of the public who may be affected by the activities of the Council.
2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance.
3. It will provide as far as is reasonably practical the resources to ensure the safety of its employees, Parish Councillors and volunteers engaged in its activities.

## Part 2: Responsibilities for Health and Safety

The Parish Council has overall and final responsibility for health and safety.

The Clerk has day to day responsibility for ensuring the policy is put into practice.

All employees, Parish Councillors, contractors, and voluntary helpers have a responsibility to:

1. Comply with Codes of Practice or work instructions for health and safety.
2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
3. Take reasonable care for the health and safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety devices or other equipment provided for health and safety.
5. Report any accidents or hazardous incidents to the Clerk.

The Parish Council would encourage residents, visitors, and contractors to identify and report hazards in order to contribute to a safe environment for all.

### **Part 3: Arrangements for health and safety**

The clerk will,

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Ensure that matters of Health and Safety are regularly discussed at Parish Council meetings.
3. Ensure monthly inspections of the playing field and play area equipment are carried out by Parish Councillors on rotation, and that these are recorded in parish council minutes. Annually arrange for an independent specialist to carry out a review of the playing field and play area equipment and ensure their recommendations are presented to the Parish Council and acted upon.
4. Ensure that regular risk assessments are carried out at Parish Council arranged activities and to maintain records of risk assessments.
5. To regularly check the safety and condition of Parish Council assets.
6. To arrange a regular tree survey for all trees on Parish Council land or under Parish Council management.
7. Make effective arrangements to ensure that Parish Councillors, contractors and volunteers working for the Council comply with all reasonable Health and Safety requirements.
8. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
9. Maintain a central record of notified accidents and significant events.
10. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

**This policy was adopted by High Easter Parish Council on 14<sup>th</sup> May 2024 and will be reviewed as appropriate, or at least annually as part of the policy review process.**