**Kirkby La Thorpe Parish Council**

**HEALTH AND SAFETY POLICY**

 **Policy Aim**

The aim of this Policy is to assist Kirkby La Thorpe Parish Council in providing a safe and healthy workplace and working environment and to protect all other persons not employed by the Council, but who may be affected by their work activity.

 **Summary**

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including all necessary arrangements and organisation.

Effective communication and competence throughout the organisation will be essential to the success of the Policy.

 **Policy Statement**

The Council is committed to meeting its responsibilities to safeguard the health, safety, and welfare of its employees, elected Members, contractors, volunteers, and any other person who may be affected by its activities.

To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

* Make the workplace safe and without risks to health where possible,
* ensure that articles are stored safely,
* providing adequate welfare facilities,
* provide such information, instruction, training and supervision as is needed,
* report certain injuries, diseases and dangerous occurrences to the enforcing authority,
* provide adequate first aid facilities, and
* consult with staff about matters affecting health and safety.

The Council delegates the main responsibility for health and safety to the Parish Clerk & RFO, but for this policy to be successful, it is the personal responsibility of each employee, elected Member and volunteer to:

* take reasonable care in carrying out their activities to minimise the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions,
* co-operate with and the carrying out of their duties to establish safe systems of work, and
* bring to the attention of the Parish Clerk any hazards, dangerous practices, accidents or incidents of which they become aware.

The allocation for safety matters and the arrangements that the Parish Council will make to implement the policy are set out below. The policy will be kept up to date, particularly as the organisation changes in nature and size. This policy will be reviewed every 2 years.

**1. ORGANISATION & RESPONSIBILITIES**

**1.1 The Council**

 The Council will make sure that sufficient budget is made available annually for the purposes of meeting Health and Safety Obligations in relation to council activities.

The members will:

* review accident and “near miss incident” data,
* receive and consider policies and procedures developed by the Town Clerk, before passing them to Council for approval,
* receive and consider reports from the Parish Clerk, Health and Safety Executive and Trade Union representatives,
* assist in the development of safety rules, and
* monitor and review health, safety, and welfare training.

**1.2 Parish Clerk & RFO**

 The Council has the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, that the Policy’s objectives are achieved, and that effective management is in place to secure its implementation and review as appropriate.

Delegated authority is given to the Parish Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis. The Parish Clerk will take appropriate action and ensure prompt attention on any representation submitted by any member who has comments or concerns regarding health & safety and will identify training needs through the risk assessment and performance review processes. Full Council will review accident and incident data to identify trends and any appropriate remedial action as necessary every 2 years.

**1.3 Employees / Councillors**

 All employees have a duty to take reasonable care of their own health and safety and that of others and to co-operate with health and safety issues.

A copy of this Policy will be given to all elected Member and employees undertaking duties and tasks on behalf of the Parish Council.