



Document Control

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HEALTH AND SAFETY POLICY

GENERAL STATEMENT

Addingham Parish Council recognises and accepts its duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any members of the public likely to be affected by its activities as a local authority.

THE COUNCIL

The Council will take all reasonable and practicable measures to meet this responsibility, paying particular attention to:-

- a. Provision and maintenance of premises, plant and equipment and systems of work that are safe.
- b. Providing sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards and to be able to contribute positively to their own safety and health at work, and that of others.
- c. Obtaining as and when appropriate expert technical advice on Health and Safety to assist the Parish Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
- d. Ensuring that regular risk assessments are carried out, with subsequent consideration and review of any necessary corrective and/or protective measures.

ALL EMPLOYEES

Adopted: June 2022

Reviewed: Sept 2023

Date of next review: Dec 2024

It shall be the duty of every employee while at work:-

- a. To take reasonable care for their own health and safety and of other persons who may be affected by their activities.
- b. To comply with any duty or requirement imposed the Council or under any of the relevant statutory provision.
- c. To ensure Council equipment in their charge is properly maintained and correctly used.

To identify and report hazards so that we can all contribute towards improving safety.

THE PARISH CLERK

It shall be the duty of the Parish Clerk to:

- a. Maintain a central record of notified accidents
- b. When an accident or hazardous incident occurs, to take any necessary immediate action to prevent a recurrence or further accident.
- c. To submit an accident report as soon as practicable to the Chairman and to the next meeting of the Council

CONTRACTORS

Contractors are required to have their own Health & Safety Policy and to carry out a risk assessment prior to the commencement of work.