**GREAT PAXTON PARISH COUNCIL**

**HEALTH & SAFETY POLICY**

**POLICY STATEMENT**

This Policy prescribes the general principles and approach to be taken by Great Paxton Parish Council to comply with the requirements of the Health & Safety at Work Act etc. 1974 in respect of its employee and the activities for which it is responsible.

**DUTY AS AN EMPLOYER**

Great Paxton Parish Council will ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employee, contractors, residents and members of the public likely to be affected by its activities as a local council.

**DUTY AS A COUNCIL**

The Council will take all reasonable and practicable measures to meet its health and safety responsibilities, including the provision and maintenance of equipment and systems of work that are safe, the provision of sufficient resources to enable appropriate instruction, training or supervision to enable its Councillors and employee to identify and avoid hazards so as to be able to contribute positively to their own safety and health at work and that of others.

Parish Councillors will be required to take reasonable care of their own health and safety when carrying out duties on behalf of the Parish Council.

**DUTY OF THE EMPLOYEE (the Parish Clerk)**

The Parish Clerk is expected to work from home and will ensure that he/she works in an environment in a condition that is safe and without risk to health – this includes observing the legal recommendations for safe handling and the use of computer equipment. The Parish Clerk will also ensure -

* that the Parish Council’s Health & Safety Policy is maintained, reviewed annually and adhered to;
* that a record of any notified accidents is kept;
* that any contractors (or volunteers) engaged to undertake work on behalf of the Parish Council have their own Health & Safety policy, carry out a risk assessment prior to the commencement of work in the parish and have appropriate and adequate Public Liability Insurance;
* that contractors and volunteers be made aware that they should report to the Parish Clerk or any nominated Councillor any hazard or situation encountered during their work which may affect the health and safety of the public; and
* that Council equipment in the employees’ charge is properly maintained and correctly used and the Parish Council Chairman advised promptly of all accidents, damage and dangerous occurrences in which the employee may be involved in their capacity as Parish Clerk and any illness, physical disability or other impairment of their health which may effect, either permanently or temporarily, their ability to perform their normal work.

 **IMPORTANT NOTES:**

 A copy of this policy document will be provided to each Parish Councillor and held

 on file by the Parish Clerk for reference at any time. It will be reviewed annually and

 updated as necessary.

 Under the Health & Safety at Work Act etc 1974, a local Council which employs more than five people must produce a written health and safety statement of policy. Although only employing one person, Great Paxton Parish Council has elected to adopt a policy in support of its obligations towards this employee and to seek to ensure, so far as reasonably practicable, an environment within the Parish that is safe and without risk to health.

 **First adopted: March 2017**

 **Reviewed: May 2018**