**Branston & Mere Parish Council Health & Safety Policy**

**Adopted: [Insert Date]**
**Review Date: [Insert Date]**

**1. General Statement**

Branston & Mere Parish Council is committed to providing and maintaining a safe and healthy environment for its employees, contractors, volunteers, and all those affected by its activities. This policy aligns with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other relevant legislation.

**2. Aims**

The Council aims to:

1. Provide a safe workplace and working environment for all employees, contractors, and volunteers.
2. Ensure regular and effective risk assessments are carried out and reviewed.
3. Implement systems of work that are safe and minimise risks to health.
4. Offer information, training, and supervision to ensure work is carried out safely.
5. Maintain a proactive approach to managing health and safety issues.
6. Ensure public safety is not compromised by Council activities or facilities.

**3. Responsibilities**

**3.1. The Clerk (Council's Safety Officer)**
The Clerk, as the designated Safety Officer, will:

1. Stay updated on current health and safety legislation and best practices.
2. Advise the Council on resources and arrangements required for compliance.
3. Ensure regular reviews of health and safety matters at Council meetings.
4. Conduct risk assessments, implement findings, and review corrective actions.
5. Ensure contractors and volunteers comply with health and safety requirements.
6. Maintain a record of accidents and incidents and ensure prompt reporting.
7. Liaise with the Health and Safety Executive (HSE) and other relevant authorities.
8. Organise annual inspections by qualified professionals for facilities such as playgrounds, electrical equipment, gas boilers, and fire extinguishers.

**3.2. Employees, Contractors, and Volunteers**
Employees, contractors, and volunteers are required to:

1. Cooperate with the Council’s health and safety requirements.
2. Take reasonable care of their own health and safety and that of others affected by their actions.
3. Use personal protective equipment (PPE) and first aid materials as necessary.
4. Avoid tampering with safety devices or equipment.
5. Report any accidents, near misses, or hazardous incidents to the Clerk promptly.

**4. Arrangements for Implementation**

1. **Risk Assessments**
	* Regular risk assessments will be conducted for all work activities and Council facilities.
	* Significant risks and necessary actions will be documented and reviewed periodically.
2. **Training**
	* Employees and volunteers will receive adequate training on health and safety procedures relevant to their roles.
3. **Contractor Management**
	* Contractors must provide evidence of their own health and safety policies and risk assessments before commencing work.
4. **Facility Safety Inspections**
	* Playgrounds: Quarterly inspections by the Council and annual inspections by qualified professionals.
	* Electrical and Gas Equipment: Annual inspections by certified professionals.
	* Fire Safety: Regular inspections and testing of fire extinguishers and alarms.
5. **Accident Reporting**
	* All accidents and hazardous incidents must be reported and recorded in the Council's accident log.
	* Immediate action will be taken to address any identified hazards to prevent recurrence.

**5. Monitoring and Review**

The Council will:

* Review this policy annually or when there are significant changes in legislation or Council operations.
* Include health and safety as a standing agenda item for Council meetings.

**6. Policy Adoption**

This policy supersedes previous versions and reflects the Council’s commitment to health and safety excellence.

**Signed**:
[Chairperson’s Name]
**Dated**: [Insert Date]

**Next Review Due**: [Insert Date]