



Collingtree Parish Council

HEALTH & SAFETY POLICY

Collingtree Parish Council has a statutory responsibility to its employees in respect of health, safety and welfare. Individual employees are also expected to be responsible in ensuring that safe working practices are complied with at all times. It also acknowledges that it has a responsibility to its elected members, users of the Parish Council amenities and visitors.

At no time, will the Council knowingly be in breach of legislation affecting this issue, which could leave it liable to prosecution. However the Parish Council is insured with Axa for Employers Liability, Public Liability (to a value of 10 million), Personal Accident for Councillors and Clerk (to a value of £100,000) and Fidelity Guarantee (£150,000).

All Employees

The Health and Safety at Work Act 1974 requires that each employee of the Council should

- ✓ Take reasonable care for the health and safety of themselves.
- ✓ Not to misuse or modify any equipment provided in order to carry out their work in a safe manner. In addition, no item of equipment should be used by an employee unless they are authorised to use it by the Council.
- ✓ To report any unsafe item of equipment, defect or hazard to the Council.
- ✓ To report all accidents to the Council.
- ✓ To be sensibly dressed for the workplace, e.g. wearing reflective clothing when attending site visits on the highway & wearing gloves when emptying litter bins.
- ✓ When appropriate, give assistance to members of the public to ensure their safety.

The Clerk (as a lone worker)

- ✓ The Clerk has the necessary equipment to fulfil the requirements of the role, sufficient workspace to operate and adequate storage space in which to archive council documents.
- ✓ Deeds, petty cash, back up disks and valuable documents are kept safe and secure.
- ✓ In the event of an emergency, the Clerk has access to a telephone and a First Aid kit.