

# **SHADINGFIELD, SOTTERLEY WILLINGHAM AND ELLOUGH**

## **Joint Parish Council**

### **Health and Safety Policy**

#### **Introduction**

The Parish Council aims to protect the health, safety and welfare of employees, contractors, residents and members of the public within its area, who may be affected by the Council's activities.

#### **Councillors**

Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.

#### **Clerk**

The Parish Clerk, as an employee of the Parish Council, is expected to work from home, and will ensure that s/he works in a safe working environment. This includes observing the legal requirements for safe handling of documents, use of computer and workstation design.

#### **Contractors and Volunteer Workers**

The Parish Council will ensure that any contractors or Voluntary helpers employed to carry out work on behalf of the Council will have appropriate public liability insurance, and observe COSHH and Health and Safety Policies. The Parish Council will obtain specialist Health and Safety advice for any projects or work that could affect the public.

#### **Roads and Footpaths**

The Parish Council is responsible for reporting any hazards on the highways and public paths to the relevant authority, ensuring that they are maintained in a safe condition.

#### **Sotterley Chapel**

Health and Safety relating to the maintenance and repair of Sotterley Chapel and the running of events by Sotterley Chapel Preservation Trust is addressed by the Trust.

#### **Sotterley Cemetery**

Health and Safety within the cemetery and for events run by the PC or its representatives is the responsibility of the Parish Council.

## **Risk Assessment**

The Parish Council will carry out a risk assessment of all its activities, which will be reviewed and monitored annually. A record will be kept of any notified accidents, and immediate action taken to prevent a recurrence.

Organisers of events which take place on Parish Council land will be required to complete risk assessments and may be asked to submit them to the Council

Organisers of events which take place in the chapel and the cemetery will be required to follow the Trust's guidance on risk assessment.

Date of adoption: 17 March 2021	Chair
Date of next review: March 2023	Clerk